
CHARITY AND GOOD CAUSES POLICY

Policy



Maritime Transport LTD.

CONTENTS

1. Introduction
2. Employee Requests
3. Customer/Public Requests
4. Charity Funding
5. Business Fundraising
6. Financial Summary of Charitable Donations made each Financial Year
7. Board Approval

Charity and Good Causes Policy

1. INTRODUCTION

As a business we support several charities throughout each year, including The Royal British Legion and KidsOut. In addition, we often sponsor and support the good causes that are our employees are involved in.

Due to the high number of donation and sponsorship requests we receive as a business, this policy aims to outline when and how a request may be made.

2. EMPLOYEE REQUESTS

Any requests for donation should be made in writing to the marketing department. Whilst all causes are considered worthy, we are unable to support all of them and so requests for sponsorships and donations should only relate to an employee. Our sponsorship and charitable donations budget shall be considered and if possible, a donation to the cause will be made.

3. CUSTOMER/PUBLIC REQUESTS

Any requests for donation (money or other) should be made in writing to the marketing department. With many requests, all donations and sponsorship are reserved for employees and customers only. Customer requests will be considered and agreed based on the budget available for that quarter.

4. CHARITY FUNDING

As a business, Maritime Transport Ltd. is part of the Port Community Fund.

The Port Community Fund supports charities and good causes in Felixstowe, Ipswich and the surrounding area. Administered by Suffolk Community Foundation, the fund was established in 2008 by several companies associated with the Port of Felixstowe, as a way of joining forces and combining their efforts to make a bigger impact in supporting their local community.

For its members, the fund offers the opportunity to increase the effectiveness of their charitable giving and has established a unique mechanism for companies to give back to their local community. Local charities can apply to the Port Community Fund for grants and donations and collectively, the members of the fund, will review and agree on which causes to support. If you would like to request charity funding from Maritime Transport Ltd., please direct your enquiry through to the Port Community Fund.

5. BUSINESS FUNDRAISING

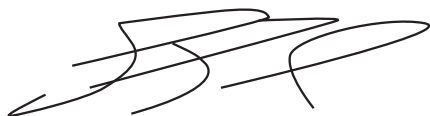
Our office-based staff can hold one 'dress down day' per quarter where employees are able to help raise funds for their charity of choice. Each quarter, if an employee would like a 'dress down day' for their charity they should make a request, in writing, to the marketing department who will agree on one 'dress down day' per quarter and advertise this to staff appropriately.

6. FINANCIAL SUMMARY OF CHARITABLE DONATIONS MADE EACH FINANCIAL YEAR

A quarterly statement will be given to the Board by the marketing department to confirm the sum of the donations within that quarter, and who they have been donated and sponsored to.

7. BOARD APPROVAL

This Policy has been approved by the Board of Directors of Maritime Transport Limited who will ensure that it is reviewed and updated annually.



Simon Smart

Chief Executive Officer