

CHARITABLE SUPPORT & COMMUNITY RELATIONS POLICY

POLICY STATEMENT

Fujitsu is keen to utilise the skills of its employees in order for them to support local community and charitable activities. The company encourages active participation in both company and local initiated programmes, with particular focus on the areas of education, IT literacy and health matters.

As part of our approach in working within both the Public and Private sector, we are committed to working with local communities to act as a change agent for community regeneration programmes.

APPLICABILITY

All UK Fujitsu employees

KEY PRINCIPLES

As a responsible employer, Fujitsu is conscious of its role within the communities in which it operates and encourages employees to participate in local activities to support UK & Ireland-based non-profit making organisations and registered charities. Any activities undertaken are deemed to be voluntary.

Line managers are encouraged to authorise voluntary work during business hours at their discretion without loss of pay providing always that Fujitsu's business is not adversely impacted.

Fujitsu will provide funding and resources to support agreed initiatives.

Company donations to charities are managed centrally and should not be provided locally other than through the Impact on Society (IOS) Groups. To enable a consistent approach to the company's relationship with key charities, any proposal to donate money on behalf of Fujitsu not via an IOS group must be agreed in advance by forwarding a request to the Charity at Work (charityatwork@uk.fujitsu.com) mailbox.

RESPONSIBILITIES

Employees

Employees are encouraged to propose initiatives for support that fall under the current areas of focus. These proposals should be made via one of the local IOS groups.

All employees are responsible for gaining approval from their manager to participate in community related or charitable activities during company time.

Any request to promote a local fundraising event using company systems should be handled through the local IOS groups or by e-mail to the Charity at Work mailbox (charityatwork@uk.fujitsu.com).

Managers

Managers are responsible for approving requests for reasonable paid time off to participate in charitable activities.

Managers are expected to be responsive and supportive to any employee who makes these requests. They should, where required, adjust employees' workload so that there is no requirement to work the equivalent amount of time during non-business hours to make up the time, whilst at the same time ensuring there is no detrimental impact to the business operation.

Local Impact on Society (IOS) Groups

Within the UK & Ireland, the IOS groups are responsible for co-ordinating local charitable or community activities and allocating funds and resources as appropriate.

Business Operations

Business Operations will provide funding for the local IOS groups and for other selected initiatives where there is no IOS presence and where resources are available. They will recommend the required funding levels for each year as part of the budgeting process.

They will also design country wide initiatives within the UK & Ireland and work with the local IOS groups on implementation.

Business Operations will also be responsible for the process of selection and management of the corporate charity, for co-ordinating any organisation wide activities and assisting countries in the selection of their country charity.

Payroll

Payroll is responsible in the UK for arranging deductions from pay for those employees who choose to make regular donations. Further details can be found in the [Charitable Donations Guidelines](#).

REVIEW DATE:

Next Review Date is 1st May 2014.

OWNER:

This policy is owned by the Head of HR Specialists on behalf of the HR Director, UK and Ireland.

EXEMPTIONS:

The Head of HR Specialists is responsible for defining all aspects of the policy. There are exemptions provided for some employees who have been transferred to Fujitsu under TUPE arrangements from another organisation where they are covered by an alternative policy.

FOR FURTHER INFORMATION:

Please contact your local [IOS Team](#).

[Charitable Donations Guidelines](#)

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