



Charitable Donations and Sponsorships Policy

POLICY SCOPE

As with the Aramex Gifts, Entertainment, and Hospitality policy, this following policy applies to all charitable donations or sponsorships, both financial and in-kind, within all Aramex's operations, and applies to employees of all levels. We expect that our stakeholders respect these standards. For such a multi-national company, this policy also adheres to local, national, and international legal laws and policies.

POLICY INTRODUCTION

Aramex has a long history of giving back to our communities, both financially and in-kind. This is driven from our commitment to nurture our social and relational capital, invest in our communities, and ensuring that we safeguard equality, human and labor rights, and the well-being of the communities in which we operate.

As part of our sustainability efforts and in accordance with our Code of Conduct. We are committed to review every funding or donation request or opportunities and make decisions based on our internal criteria and with respect to all national and international regulations. All charitable donations or sponsorships must strictly adhere to this policy as well as all applicable national and international laws.

POLICY PURPOSE

As Charitable Donations and Sponsorships are considered gifts and hospitality under international regulators, this Charitable Donation and Sponsorship Policy (hereinafter the "**Policy**") establishes the general principles and requirements that guide Aramex when making a charitable donation or sponsorship contribution to ensure compliance with internal and external applicable policies, practices, and procedures. This policy is integral to ensuring that each initiative, donation, or sponsorship request is assessed and decided upon based on our internal criteria and is within compliance with internal and external, national, and international regulations and policies.

- [COM 1151 – \(B\) Aramex Gifts, Entertainment and Hospitality Policy](#)

POLICY COMMITMENTS AND DETAILS

All charitable donations and sponsorship requests, whether financial or in-kind, must be reviewed by official managerial and executive channels, including the relevant station manager and regional / country CEO in which the request was made.

Requests then are evaluated by Aramex's sustainability team according to our internal criteria, an assessment of the relevance of the request with our sustainability strategy and goals will be then conducted. Final approval for all charitable donations, sponsorships and sustainability requests must at all times follow the corporate authority matrix.



Charitable Donations and Sponsorships Policy

Aramex will provide donations and / or contributions without the involvement of intermediaries.

All donations or sponsorship contributions are made in compliance with applicable laws, as well as the principles and requirements of this Policy, the Aramex Code of Conduct, and the internal regulations.

Donations are considered only when:

- The donation is meant to achieve social or environmental purposes in line with our strategies. The donation is not meant to secure an improper business advantage.
- There is a valid charitable purpose for the donation.

All parties who are recipients of Charitable Donation and/or Sponsorship by Aramex, must undergo the due diligence process prior to finalizing the engagement.

The Due diligence process is here to support and unify the methods of knowing our existing and potential suppliers, analyzing the risks associated with doing business with them, then deciding on maintaining the relationship or ending it.

[COM 1151 – \(J\) Aramex Third Party Due Diligence Policy](#)

Charitable donations and sponsorship contributions are not allowed if the recipients of such contributions, including ultimate beneficiaries, are any of the following:

- Serving public officials.
- Government authorities.
- Religious organizations.
- Political parties, movements, and political players or their representatives.
- Military organizations and projects.
- Organizations that discriminate by race, gender, ethnicity, sexual orientation, disability, marital status, age, or any other basis prohibited by law.
- Organizations whose policies or activities are not in line with Aramex's values and Code of Conduct.

Aramex does not support any sustainability initiatives that promote hate, limit freedom of expression, practice sectarianism, marginalization, or affect the community in any negative way; socially, economically, or environmentally.

Aramex maintain religious and political neutrality in every sustainability initiative.

Aramex must maintain all requests for charitable donations and sponsorship contributions, the results of inspections, signed agreements as well as other related documents in accordance with internal procedures.

Aramex must maintain records of all transactions and payments related to charitable donations and sponsorship contributions according to financial reporting standards and requirements.

Aramex must monitor the proper use of funds provided for charity and sponsorship purposes.



Charitable Donations and Sponsorships Policy

Aramex shall ensure that sufficient information about charitable and sponsorship activities is publicly available by:

- Disclosing such information in annual reports; and
- Publishing such information in the social media, website, and/or other outlets.

POLICY IMPLEMENTATION

Responsibility of Employee:

- Understand the Gifts, Entertainment, & Hospitality policy.
- To understand and abide by the Charitable Donations and Sponsorships Policy.
- To direct all sustainability, donation, or sponsorship requests at the Sustainability Team.
- Employees are not allowed to make promises of any financial or in-kind support,
- All requests must go through the official channels, and follow and apply the corporate authority matrix for each transaction relating to this policy.

Responsibility of Management:

- To update the Charitable Donations and Sponsorships Policy as needed, disseminate across network, and ensure training on policy and implementation by all employees.
- To ensure that the policy is understood and implemented in the work environment in general and in employee recruitment, development, and career progression more specifically.
- To ensure that all sustainability initiatives, donations, and sponsorships approved serve the Aramex sustainability strategy and do not pose negative impacts on the community or environment.
- To ensure that the corporate authority matrix and all policies and internal concerns are followed and applied.

REPORTING VIOLATIONS

If you have any questions or concerns, or if you witness potential violations of this Policy, you must share your concerns with us. We operate under a “no retaliation” policy, which means that we will never retaliate against anyone who reports a concern to us in good faith. Additionally, your report will be treated with the highest level of confidentiality, and we will endeavor to ensure that your identity is not disclosed.

You must report any known, suspected, or attempted violations of this Policy to **Community - Risk and Compliance Team** <aramex.compliance@aramex.com>.

If you prefer, you may anonymously report concerns through the Compliance Hotline at **Service Center - Whistle Blowing** <whistleblowing@aramex.com>.



Charitable Donations and Sponsorships Policy

Additionally, you may request the guidance of the following resources when you are uncertain about any obligations under this Policy:

- Compliance Department.
- Legal Department.
- The Human Resources Department; or
- Direct Manager (unless the nature of the issue makes doing so inadvisable).

POLICY REVIEW

This policy is reviewed periodically by Aramex sustainability department to ensure that comprehensiveness and completeness, as well as alignment with strategy and requirements, both external and internal.