

# Community Engagement Policy

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## 1. Preamble

As a multinational company and an important local employer, GEA can and wants to contribute to a better world. GEA positively motivates its affiliated companies and their employees to engage in the community, and endorses their active commitment. We strive to generate sustainable added value for socially relevant topics through our expertise and core skills.

To embody the company's purpose "Engineering for a better world", GEA has set itself the following goals:

- To pass on our sector and function-specific knowledge to a total of 100,000 people by 2026.
- To donate one percent of GEA's net profit annually.

## 2. Scope

This policy applies worldwide to all employees of GEA Group and its companies. This includes GEA Group Aktiengesellschaft and all companies affiliated with it under German company law (hereinafter referred to as "GEA").

## 3. Purposes and Types of Community Engagement

We promote community engagement in the following areas:

- Critical disaster relief and extraordinary events
  - For example, financial aid for natural disasters, humanitarian crises
- Promoting education, especially in IT, science, technology, engineering and mathematics (STEM)
  - For example, sharing knowledge at schools and universities, support for all kinds of equal opportunities
- Combating child poverty
  - For example, financial support for recreational facilities that offer a hot lunch, help with homework and offer one-to-one support for children
- Pushing for access to clean water, renewable energy or medical care
  - For example, contributions in kind by providing decanters for water treatment, financial aid to research institutes for renewable energies or NGOs with a focus on the supply of pharmaceuticals, supporting a water project by providing maintenance services for the water treatment system

Community engagement can be stimulated as follows:

- Donations from GEA: The term "donation" refers to donations given to support social, cultural, scientific or other particularly worthy charitable causes, made without contractual obligation and without expectation of services in return. A donation can be made in the following forms:
  - Financial aid
  - Contributions in kind
  - Services
- Skills-based volunteering by employees: Skills-based volunteering is a voluntary commitment where knowledge is passed on or actively contributed. To encourage skills-based volunteering, GEA offers each employee paid time off in the form of one working day per calendar year.

## 4. Conditions

Any form of social engagement is subject to local laws, reporting obligations and taxation. To meet these requirements, the following specific requirements for each type (see sections 4.2 - 4.3) apply in addition to the general conditions (see section 4.1)

### 4.1. General Conditions

- All applicable legal provisions must be observed.
- Financial aid given in the name of community engagement must be cashless donations only. Cash payments are prohibited.
- Internal guidelines must be observed, in particular the provisions of the Compliance Handbook and internal authorization and approval reservations (in particular internal procedure on community engagement).
- Community engagement is- within the framework of the implementation of this concept for community engagement at GEA - prohibited for the following stakeholders:
  - Politicians, political parties and associated organizations
  - For-profit organizations
  - Organizations that discriminate against people on the basis of race, belief, gender, sexual orientation, age, religion, origin or other
- The act of community engagement must always be made directly to the beneficiary and not through third parties.

### 4.2. Conditions for Donations

Donations can be made under the following conditions:

- Every donation, starting from €0, requires an eApproval in accordance with the requirements of the Approval and Representation Policy.
- Financial support and contributions in kind must be acknowledged in writing by the recipient of the financial support or contributions in kind. The amount of money or materials received, the name of the recipient and the purpose of the donation must be included and explained in detail.
- Services are subject to formal hiring processes – e.g. by way of a written contract – as well as measurable success criteria.
- Donations must be in line with GEA's corporate purpose, "Engineering for a better world".
- Donations must be correctly and carefully documented and properly logged through financial accounting.

### 4.3. Conditions for Skills-Based volunteering

- Leave for skills-based volunteering may be granted from January 1, 2023.
- Leave for voluntary work must be agreed in advance with the line manager and formally requested.
- Once the voluntary work has been completed, the type of voluntary work, the recipient and the number of people reached must be documented.

Examples on skills-based volunteering and further information on the process are available on the GEA intranet.

## 5. Processes

### 5.1. Donation Process Flow

GEA encourages each budget manager to donate a portion of their budget for a purpose described in this policy. The budget manager has the sole discretion to decide the amount and specific purpose of the donation under this policy. The local finance department must be notified of the donation to ensure that it is properly accounted for. Furthermore, donation receipts must be submitted to the local finance department to ensure that the donation is tax deductible under the regulations in effect in the respective country. To ensure that the overall donation target of 1% of net profit per year is achieved, GEA's Chief Sustainability Officer will regularly review the actual amount donated. The amount donated will be reported annually in the GEA Sustainability Report.

### 5.2. Volunteering Process Flow

Each volunteer must request paid time off for skills-based volunteering through the MyHR portal, with a brief description of the volunteer activity and the recipient of the volunteer activity. Their superiors must review the request for time off and make a decision about it. After completing their eligible volunteer activity, each volunteer must report the number of people they have reached through their volunteer activity. The skills-based volunteering activities that are engaged in are reported annually in the GEA Sustainability Report.

## 6. Data Collection for Annual Reporting

The following data is collected for reporting purposes:

- Donated sum and the equivalent of the donated goods and services in the four subject areas
- Number of employees who have engaged through knowledge-based volunteer work
- Number of hours off for employees
- Number of people reached through skills-based volunteering

GEA conducts surveys at regular intervals to track the impact of volunteer work, both on the employees themselves and the people reached by the voluntary work.

## 7. Further Information and Contact

If you have any questions about this policy, please contact:

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Date	Review and Revision
2023	Review without changes.
2024	Reference to further examples on skills-based volunteering in para 4.3.