

### English

We are committed to active involvement in the local communities around our hotels and corporate offices. That means being a valued, responsible community partner by ensuring that our business objectives enhance the quality of life in the community.

The aim of our community investment is to support global efforts that represent the business goals of IHG and which make a positive difference to the communities in which we operate. The activities we support must be aligned with our corporate values, 'Winning Ways', and our Code of Ethics and Business Conduct.

#### Who we support

At a corporate level, we focus on:

- **The environment** – we understand our responsibility to respect the environment and manage its impacts for the benefit of the communities in which we operate (e.g. energy, waste and water savings)
- **Local economic opportunity** – we support the development of sustainable opportunities in the community, especially in terms of education and skills training to enhance employment opportunities in the hospitality industry, predominantly through the IHG Academy
- **Disaster relief** – through our IHG Shelter in a Storm Programme we are committed to helping provide disaster relief when natural and man-made disasters affect our hotels and the local communities surrounding them.

#### Community partnerships

In choosing which community organisations to support, primary consideration is given to requests that meet the following criteria:

- exhibit a clear purpose and defined need in one of IHG's three areas of focus
- recognise innovative approaches in addressing the defined need
- demonstrate an efficient organisation and detail the organisation's ability to follow through on its proposal
- explain clearly the benefits to IHG and our hotel communities.

At local level, our approach is to encourage our local managers and employees to use this policy as a common sense guide in deciding what is right for their community, while ensuring that all decisions conform to our Code of Ethics.

#### Our approach to charitable giving

Contributions are only made to organisations with verifiable charity status and whose ethical principles are consistent with our Code of Ethics and who align to one of our three focus areas.

We do not support organisations that discriminate on the basis of race, religion, creed, gender, age, physical challenge or national origin. In addition, we will not generally provide contributions to:

- individuals
- religious organisations
- general operating support for hospitals and health care institutions
- capital campaigns
- endowment funds
- conferences, workshops or seminars not directly related to our business interests
- multi-year grants; only the first year of multi-year requests will be assured, with support in subsequent years dependent upon annual evaluation
- political donations of any kind.

### Swahili

Tumejizatiti kujihusisha katika shughuli mbalimbali kwenye jumuiya zilizo karibu na hoteli na ofisi zetu. Hii inamaanisha kuwa IHG ni mdau muhimu wa jumuiya, anayewajibika kwa kuhakikisha kwamba malengo yetu ya biashara yanaboresha hali ya maisha katika jumuiya husika.

Lengo la uwekezaji wetu katika jumuiya ni kusaidia juhudi zetu duniani kote zinazowakilisha malengo ya biashara ya IHG na zinazoleta mabadiliko mazuri katika jumuiya tunakofanya biashara. Ni lazima shughuli tunazounga mkono zilingane na maadili ya shirika letu, 'Winning Ways', na Kanuni zetu za Maadili Mema na Maadili ya Biashara.

#### Nyanja tunazosaidia

Katika ngazi ya shirika, tunalenga kufanya yafuatayo:

- **Mazingira** – tunaelewa jukumu letu katika kulinda mazingira na kudhibiti athari zake kwa manufaa ya jumuiya tunakufanya biashara (kwa mfano matumizi mazuri ya nishati, utupaji wa taka na matumizi bora ya maji)
- **Fursa za kibiashara za maeneo yaliyo karibu** – tunasaidia uendelezaji wa fursa endelevu katika jumuiya, hasa kwenye nyanja za elimu na mafunzo ya fani mbalimbali ili kukuza fursa za ajira katika sekta ya hoteli, hasa kupitia IHG Academy
- **Msaada wa kupunguza athari za maafa** – kupitia mpango wetu wa IHG Shelter in a Storm tunajitolea kutoa msaada wa kupunguza athari wakati maafa asilia na yanayosababishwa na binadamu yanapotokea na yanapoathiri hoteli zetu na watu wanaoishi karibu.

#### Ubia na Jumuiya

Wakati wa kuchagua ni mashirika gani ya jumuiya tutakayosaidia, fursa ya kwanza inatolewa kwa maombi yanayotimiza vigezo vifuatavyo:

- mashirika yanayoonyesha madhumuni wazi na mahitaji yaliyofafanuliwa katika eneo moja kati ya matatu yaliyolengwa ya IHG
- mashirika yanayotambua mbinu bunifu za kushughulikia masuala husika
- mashirika yanayoonyesha na kueleza uwezo na ufanisi wa shirika katika kutimiza pendekezo lake
- kueleza kwa uwazi manufaa kwa IHG na jumuiya ya hoteli zetu.

Katika ngazi ya kitaifa, mbinu yetu ni kuhamasisha mameneja na wafanyakazi wetu wa karibu watumie sera hii kama mwongozo wa maarifa ya kawaida wanapoamua ni nini kinafaa kufanywa katika jumuiya yao, wakihakikisha kwamba maamuzi yote yanafuatilia Kanuni za Maadili Mema.

#### Mtazamo wetu kwa utoaji wa misaada

Michango inatolewa tu kwa mashirika yaliyothibitishwa kuwa na hadhi ya mashirika ya kusaidia jamii na ambayo kanuni zao za uadilifu zinalingana na Kanuni zetu za Maadili Mema, na yenye malengo yanayolingana na moja ya mambo matatu tunayolenga.

Hatusaidii mashirika yanayobagua kwa misingi ya rangi, dini, imani, jinsia, umri, ulemavu wa kimwili au nchi na utaiifa. Zaidi ya hayo, hatutachangia:

- watu binafsi
- mashirika ya kidini
- usaidizi wa jumla wa kuendesha hospitali na vituo vya afya
- kampeini za utafutaji wa mitaji
- fedha zilizowekwa wakfu
- mikutano, warsha au semina ambazo hazihusiani na malengo yetu ya kibiashara
- ruzuku za kila mwaka; ni ombi la mwaka wa kwanza tu litafanyiwa utekelezaji, na usaidizi wa miaka itakayofuata utategemea tathmini za kila mwaka za shirika husika
- michango yoyote ya kisiasa.

### Review structure and process

- Corporate donations are governed by the Steering Group of the Corporate Responsibility Team (CRT)
- The CRT draws on staff input to guide our 'Supporting our Communities' policy
- The CRT recommends an annual budget for approval by the Executive Committee, sets policies, guidelines, criteria and strategic direction, and approves all contributions with Executive Committee oversight.

### Muundo na mchakato wa ukaguzi

- Michango ya shirika inasimamiwa na Timu ya Kuhakikisha Uwajibikaji wa Shirika (CRT)
- Timu ya Kuhakikisha Uwajibikaji wa Shirika (CRT) hutegemea maoni ya wafanyakazi katika kuongoza sera yetu ya "Kusaidia Jumuiya Zetu"
- Timu ya Kuhakikisha Uwajibikaji wa Shirika (CRT) hupendekeza bajeti ya kila mwaka kwa Kamati Kuu, huunda sera, miongozo, vigezo na mwelekeo wa mkakati, na hudhinisha michango yote kwa uangalizi wa Kamati Kuu.