



DS Smith Group Community Engagement Policy

Title:	DS Smith Group Community Engagement Policy	Functional area:	Corporate Affairs
Applicability:	Group, External	Policy owner:	Peter Clayson
Issue date:	26 th March 2019	Policy author:	Annabelle Dove
Status:	v0.2	Signature:	<i>Peter Clayson</i>



Context

Introduction to issue

We live in a changing world. We increasingly expect to purchase products tailored for us, whenever we want them, wherever we want them, delivered to us in a way that fits our busy lifestyles. We want more choice and convenience but with less impact on the world around us. This presents huge opportunities for all of us at DS Smith, but also requires new ways of thinking. This is why we have a purpose of redefining packaging for a changing world, bringing value to all our core stakeholders including our local communities.

As a business that operates in hundreds of local communities across the world, we have a huge opportunity to make a real difference by using our expertise and knowledge to help communities thrive in this changing world.

We must act as a responsible neighbour and engage with important local stakeholders from schools and governments to not-for-profit organisations and community groups.

Materiality to DS Smith

At DS Smith we seek to make a positive contribution to our communities and build a reputation as a responsible neighbour and employer. We want to empower employees to solve sustainability challenges and inspire future generations within our local communities.

We encourage our people to feel fulfilled through charity, community and volunteering work. It doesn't matter what role employees have or what country they work in, we all have the responsibility and power to influence real change.

Scope

This policy is relevant to the whole DS Smith Group in particular those sites with 50 or more full-time employees.

Our target(s) and commitments

DS Smith will work to engage 100% of our sites with 50 or more full-time employees in community programmes.

All sites with 50 or more full-time employees must complete one community activation or programme each financial year. This could be through donating employee working hours, cash or products. Community activations and programmes should align with the DS Smith Community Programme Guidelines. They should involve working with local stakeholders such as schools and governments, and/or non-government organisations or initiatives in the local area that are not for profit and support a cause, such as environmental protection.



Our management approach

At DS Smith the responsibility for our sustainability performance is governed at the highest levels in line with our strategic goal to “lead the way in sustainability.”

The Group Chief Executive is ultimately responsible for the management of all sustainability-related topics. Management of individual topics is done within the appropriate divisional and functional teams with oversight by the monthly Health, Safety, Environment and Sustainability Committee and tri-annually by the Sustainability Steering Group. All of the above are supported by the Core Sustainability Team which focuses on providing insight and knowledge, specialist project support and delivery, and data and reporting services.

Community engagement is driven and monitored through the Government and Community Affairs Department within the Corporate Affairs Function. The Group Corporate Affairs Director has ultimate responsibility for our community engagement and is supported in the implementation and activation of strategies and programmes by the Head of Government and Community Affairs and the Community Affairs Manager.

Labour costs for employees volunteering or running community programmes during working hours, the cost of any product donations for charitable or community causes and any cash donations should be recorded every month in HFM under the corresponding charitable donations GL codes. These are as follows:

822500	Charity and community donations – money given	Money given to charities or community initiatives. Charity and community activities involve working with non-government organisations or initiatives in the local area that are not for profit
822510	Charity and community donations – assets given	Cost of DS Smith products or other assets given to charities or community initiatives. Charity and community activities involve working with non-government organisations or initiatives in the local area that are not for profit
822520	Charity and community donations – employee time given	Cost of employee time given to charities or community initiatives. Charity and community activities involve working with non-government organisations or initiatives in the local area that are not for profit

Every month sites will be asked to complete the Community Programme Measurement Tracker key for reporting the activities happening at sites and the number of employees getting involved. This is managed by the Community Affairs Manager and Divisional Community Leads through an internal My Team.

Review

We will review this policy annually.