

# Donations Policy

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## 1 Purpose

The donations policy establishes a framework for the circumstances in which DMTC Ltd (DMTC) makes donations to enhance economic vitality and community wellbeing. A donation is defined as a gift or contribution made to a not-for-profit organisation, charity or private foundation where no reciprocal benefit is anticipated. This policy sets forth the criteria for measuring the appropriateness of solicited and unsolicited donations and how DMTC may donate funds.

Any donation proposed must satisfy the requirements set out in this policy document.

## 2 Policy scope/coverage

The donations policy applies to DMTC Directors, the CEO and DMTC management.

## 3 Policy statement

### 3.1 Policy overview

DMTC will provide donations to organisations established to enhance economic viability and community wellbeing in Australia and abroad. The making of donations must not create a perception of unethical or immoral behaviour where:

The recipient has an implied or actual obligation to DMTC, or any DMTC employee;

- the recipient engages with DMTC in the ordinary course of operations; or
- DMTC or any DMTC employee will receive any implied or actual benefit in return for making the donation.

### 3.2 Considerations

Donations are discretionary. DMTC may elect to donate modest amounts of money on a case-by-case basis at the discretion of the CEO. In determining whether or not to donate funds, the CEO will consider the degree to which the purpose of the donation is consistent with the interests and values of DMTC and its Participants.

### 3.3 Monetary value of donations

The monetary value of donations must be considered after having regard to the annual financial budget approved by the DMTC Board of Directors.

### 3.4 Application process

Requests for donations should be made to the CEO. The CEO's decision to donate must be endorsed by the Financial Controller.

#### Linked Policies, Procedures, Guidelines and Forms

- Financial delegations policy
- Policy approval policy
- Internal controls policy

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