

APPROVED

by Chief Executive Officer

Order No 1-1/47 dd. 21 July 2022

**Regulation on Volunteering**

Moscow

2022

# REGULATION ON VOLUNTEERING

## 1. GENERAL PROVISIONS

### 1.1. Purpose and objectives of the document

The Regulation on Volunteering (hereinafter the 'Regulation') governs the volunteer activity of Acron Group.

Objectives of the Regulation:

- Formalise a procedure for Acron Group companies' participation in third-party volunteer projects
- Establish a procedure for Acron Group companies' own volunteer projects

This Regulation establishes the principles and approaches to Acron Group's corporate volunteering.

1.2. This Regulation is prepared in accordance with the Civil Code of the Russian Federation, the Federal Law *On Charitable Activities and Volunteering*, the Federal Law *On Advertising*, the Company's Charter, collective agreements of Acron Group companies, and other bylaws.

1.3. Volunteer projects at Acron Group companies are aimed at:

- Striving for Acron Group companies' sustainability leadership
- Improving effectiveness of social investments in the Group's footprint regions
- Helping Acron Group employees in their volunteer pursuits
- Encouraging employees to voluntarily and actively engage in addressing social issues within local communities
- Introducing non-financial incentives and rewards for employees participating in corporate volunteering.

1.4. Key terms, definitions, and abbreviations:

**Beneficiary** means a person, a group of persons, or a non-profit organisation getting volunteer assistance.

**Volunteer** means a person or a group of persons participating in volunteer campaigns or projects voluntarily and for free on a regular, recurring, or one-time basis.

**Volunteering** means voluntary community service or work performed in accordance with applicable laws without any monetary or valuable consideration, except for reimbursement of costs related to this service or work.

**Volunteering campaign** means a one-time event involving volunteers and aimed at addressing socially significant issues.

**Volunteer project** means a project carried out by volunteers to achieve socially significant goals by performing work and/or providing services for free.

**Acron Group** means Acron and the companies where it directly and/or indirectly holds a stake of more than 50%.

**Applicant** means any person who submitted a request for volunteer assistance to an Acron Group company.

**Supervisor** means an Acron Group employee responsible for execution of contractual documents for volunteer campaigns or projects.

**Acron Group's footprint regions** mean Russian regions where Acron Group companies operate.

## 2. VOLUNTEERING PRIORITY AREAS AND KEY PRINCIPLES

2.1. Acron Group companies adhere to the following corporate volunteering principles:

- Voluntary basis
- Transparency
- Corporate responsibility.

2.2. Priority volunteering areas for Acron Group companies are as follows:

- Environmental measures, including cleaning and landscaping
- Assistance to vulnerable social groups, including children, the retired, and the disabled
- Promoting healthy lifestyles
- Education of children and young people.

2.3. Acron does not participate in volunteering campaigns and projects where beneficiaries are:

- Political parties or movements
- Commercial organisations
- Organisations violating current laws.

## 3. PROCEDURE FOR APPROVAL OF VOLUNTEER PROJECTS AND CAMPAIGNS

Volunteer projects and campaigns must be approved by officers in the manner and within the time specified in this Regulation and other bylaws of Acron Group companies. If it is necessary to approve volunteer activities or employee involvement in case of a natural or man-made disaster, volunteer assistance may be provided under a simplified procedure, by order of the sole executive body of an Acron Group company.

3.1. Initiating volunteer projects and campaigns

3.1.1. Acron Group companies participate in third-party volunteer projects and campaigns upon a written request of the Applicant.

The Applicant's written request must include the following information:

- The project's purpose, objectives, and implementation plan outline
- The area and goals of volunteer assistance
- Full names of Beneficiaries

- List of parties involved.

3.1.2. Acron Group employees may initiate volunteer projects or campaigns if they comply with the principles and fall within the volunteering priority areas of Acron Group.

An application for a volunteer project submitted by an Acron Group employee must include the following information:

- The project's purpose, objectives, and implementation plan outline
- The area and goals of volunteer assistance
- Full names of Beneficiaries
- List of parties involved.

### 3.2. Considering volunteer projects and campaigns

3.2.1. All applications and requests for volunteer assistance received by Acron Group companies, including projects and campaigns initiated by the Group's employees, are accumulated by relevant public relations units at Acron Group companies and subsequently provided to Acron's Public Relations Department.

3.2.2. Acron's Public Relations Department analyses incoming requests to determine whether:

- The campaign or project complies with current laws, including anti-corruption laws, and Acron's Regulation on Anti-corruption Policy
- The campaign or project complies with the Group's bylaws, including this Regulation
- Engagement in the project and its costs are reasonable, considering current priorities in relations with local communities, potential for the project's long-term development, and adequacy of investments.

3.2.3. Volunteer projects to be supported by the Group may be selected in a competition.

3.2.4. Acron's Security Department checks applicants to identify potential fraud.

3.2.5. If any violations are revealed as a result of the application/request consideration, such application/request is dismissed.

### 3.3. Approving volunteer campaigns and projects

3.3.1. Vice President for Human Resources and Special Projects decides on participating in third-party volunteer campaigns or implementing own volunteer projects based on information and documents provided by Acron's Public Relations Department following analysis as provided in Clause 3.2.

3.3.2. The deadline for considering requests and applications and approving decisions on participating in third-party volunteer campaigns or implementing own volunteer projects is one (1) month.

3.3.3. All requests are considered confidentially. The received information is not disclosed, unless otherwise agreed by the company and the Applicant.

### 3.4. Implementing volunteer campaigns and projects

3.4.1. Acron Group companies establish working groups to participate in volunteer campaigns and projects and organise own volunteer campaigns and projects.

3.4.2. A supervisor is appointed for each project.

3.4.3. Vice President for Human Resources and Special Projects orders to appoint a supervisor and a project team in accordance with the role list.

3.4.4. Supervisor of a volunteer campaign or project:

- Executes contractual documents
- Ensures communication between working group members
- Searches for and engages partners if needed
- Reports the results of volunteer campaigns and projects to Acron's Public Relations Department to be included in the Group's public and in-house information.

3.4.5. Supervision of and participation in volunteer projects is voluntary and unpaid.

3.4.6. For their active participation in volunteer activities, employees may get public recognition, feeling of connection and involvement in solving social problems, and other non-financial rewards.

#### 4. MISCELLANEOUS

4.1. Acron's Public Relations Department implements onsite and online educational programmes on corporate volunteering. Corporate volunteers participate in events aimed at facilitating the exchange of experience in volunteer practices between interested parties.

4.2. Representatives of public relations units at Acron Group companies provide information support for volunteer practices by:

- Regularly informing the Group's employees about volunteer opportunities
- Consistently releasing information about past events on the corporate portal, in corporate media, and mass media
- Conducting PR and advertising campaigns intended for employees.