

# **DONATION, SPONSORSHIP AND CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY KINABALU INTERNATIONAL HOTEL SDN. BHD.**

## **1. OBJECTIVE**

As a responsible corporate citizen, KIH is committed to contributing to the environment and well-being of the community. It is however important that all donation, sponsorship and Corporate Social Responsibility (CSR) are made in accordance with KIH policies and are authorised by KIH Management or the Board of Directors.

The objective of this policy is to provide guidelines when considering any request for donation, sponsorship and corporate social responsibility (CSR), whether in the form of money, services or goods to external parties.

## **2. DONATION, SPONSORSHIP AND CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY**

### **2.1 Charitable Organisation that **SHOULD NOT** be considered for Donation, Sponsorship or Corporate Social Responsibility (CSR)**

In general, KIH does not support the following organisations and thus, relevant due diligence procedures should be performed to prevent from contributing to these organisations:-

- Political party or any organisation related to politics;
- Organisation which may engaged in terrorism, money laundering or other criminal activities;
- Organisation that is bankrupt or blacklisted by any Financial and Non - Financial Institutions;
- Profit-oriented organisation (Board's discretion);
- Organisation related to gambling, alcohol and tobacco;
- Individuals, companies and organisation which are based on fraud, embezzlement or scam; and
- Other organisation that the Management deemed as irrelevant, from time to time.

Any charitable contribution that could influence business decisions, should also be avoided at all cost. This includes contribution requested by or made to an employee, customer, supplier, government official or business partner.

## 2.2 Approval of Donation, Sponsorship or Corporate Social Responsibility (CSR)

All charitable contributions made on behalf of KIH should be approved by KIH's Managing Director or Board of Directors. Depending on the amount involved, prior to disbursement to the charitable organisation.

### a) Donation and Sponsorship

Any request for Donation or Sponsorship from organisation should be submitted to the Company together with the proposal and related document relating to the request.

IGO shall perform relevant due diligence on the organisations and their proposal before making the necessary recommendation for approval.

Approval for request amounting to the value of RM5,000.00 and below shall be approved by the Managing Director, while value above RM5,000.00 shall be tabled to the Board for consideration and approval.

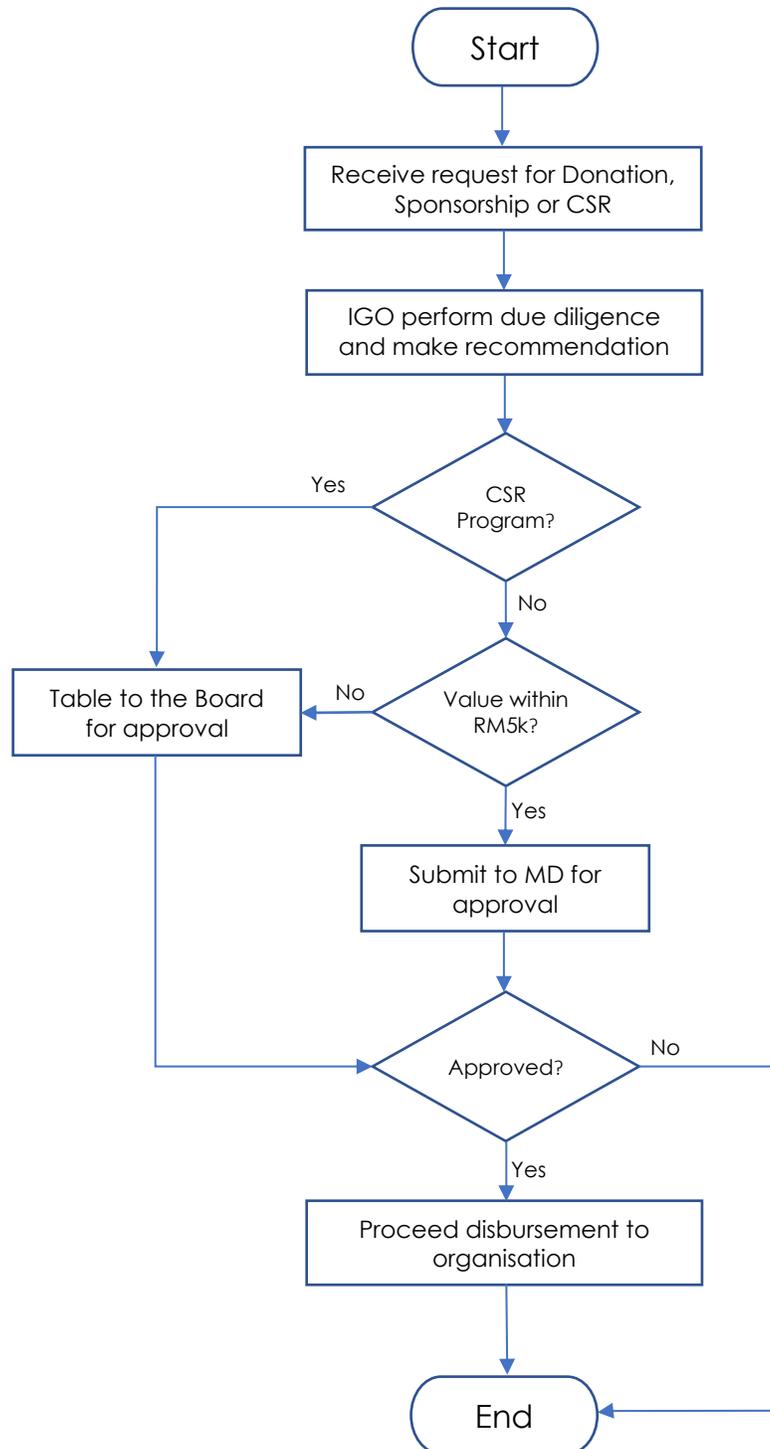
### b) Corporate Social Responsibility (CSR)

Proposal for CSR program that fall under para 2.1 should not be considered. Any other CSR proposal needs to be tabled to the Board for consideration and approval.

2.3 This policy should be read in conjunction with the Company's Anti Bribery & Corruption policy, Gifts policy, Conflicts of Interest policy, and other related policies.

## DONATION, SPONSORSHIP AND CORPORATE SOCIAL RESPONSIBILITY (CSR) FLOWCHART

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**KINABALU INTERNATIONAL HOTEL SDN BHD  
DONATION, SPONSORSHIP AND  
CORPORATE SOCIAL RESPONSIBILITY (CSR) REQUEST FORM**

<b>1.</b>	<b>DETAILS OF REQUEST</b>		
	Name of Organisation		
	Date of Request		
	Type of Request		
	Purpose of Request		
<b>2.</b>	<b>ASSESSMENT (Please tick "✓" in the relevant box)</b>		
	<b>Description</b>	<b>YES</b>	<b>NO</b>
	a) The program gives a positive impact to KIH		
	b) Eligible for tax deductions		
	c) Strengthen the brand, image and reputation of KIH		
	d) Organisation <b>DOES NOT</b> fall under one of the categories listed under para 2.1 of the Donation, Sponsorship & CSR policy*?		
<b>3.</b>	<b>RECOMMENDATION FROM INTEGRITY AND GOVERNANCE OFFICER (IGO)</b>		
	.....		
	.....		
	.....		
	<b>Value recommended (RM) :</b> _____		
	Signature : _____ Date : _____		
<b>4.</b>	<b>COMMENT ON RECOMMENDATION FROM OFFICER IN CHARGE / COMPANY SECRETARY (Please tick "✓" in the relevant box)</b>		
	<input type="checkbox"/> Agree with recommendation	<input type="checkbox"/> Disagree with the recommendation	
	Remarks :		
	.....		
	.....		
	Signature : _____ Date : _____		
<b>5.</b>	<b>APPROVAL (Please tick "✓" in the relevant box)</b>		
	<input type="checkbox"/> <b>APPROVE</b>	<input type="checkbox"/> <b>REJECT</b>	
	Remarks :		
	.....		
	.....		
	_____		_____
	Managing Director / Chairman		(Date)

\*Note: Categories listed Para 2.1 of the Donation, Sponsorship & CSR policy

- Political party or any organisation related to politics;
- Organisation which may engaged in terrorism, money laundering or other criminal activities;
- Organisation that is bankrupt or blacklisted by any Financial and Non - Financial Institutions;
- Profit-oriented organisation (Board's discretion);
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