



# **HUON AQUACULTURE DONATIONS**

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***POLICY***

**Version 1**

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## Introduction

Huon Aquaculture operates in regional communities in Tasmania and South Australia. We highly value the communities in which we operate and are committed to the positive contribution we can make to building strong, safe, vibrant and sustainable regional communities.

We take very seriously our responsibility to ethically and transparently engage with our communities in all that we do here at Huon Aquaculture.

Our Donations Policy is just one of the ways that we actively engage and contribute to our communities and we invite our community members to contact us should they wish to receive further information about any aspect of our operation or to have questions answered.

Laura Bender  
Community Relations Coordinator  
e: [community@huonaqua.com.au](mailto:community@huonaqua.com.au)  
p: 03 6295 8111

## Our Vision, Mission and Principles

### Vision

To produce the world's most loved salmon and trout.

### Mission

Our mission is to:

- Sustainably and efficiently produce the highest quality Salmon and Trout products possible;
- Strive to be leaders within our industry and community;
- Provide our customers with the best quality and service possible; and
- Be a workforce that seeks excellence and innovation in everything we do.

### Principles

Our principles guide all Huon staff in their work activities; whether within our company, business network or the communities in which we operate.

We work with the following principles in mind:

<b>Safety</b>	we provide a safe and healthy workplace for all our staff, contractors and visitors.
<b>Integrity</b>	we are ethical, transparent and inclusive in all our dealings.
<b>Care</b>	we are passionate about our business, working together to achieve quality outcomes.
<b>People</b>	we value our employees and work together to develop our industry.
<b>Community</b>	we are responsible neighbours helping to build and support sustainable communities.
<b>Creativity</b>	we embrace the challenge of innovation and are driven by an improvement culture.

## What is a Community Donation?

Huon Aquaculture makes voluntary donations to registered charities and not-for-profit organisations to assist them in achieving their stated aims.

Donations are unconditional voluntary transfers of money, goods or services to registered charities or not-for-profit organisations. The underlying motivation behind donations is to show support, not receive a benefit.

Donations may be a one-off or longer term arrangement.

Assistance can take a variety of forms and can include but is not limited to:

1. Direct financial contribution of an agreed amount;
2. Employee donations;
3. Company fund-matching to employee donations;
4. On-site fundraising activities;
5. Off-site fundraising activities; or
6. Donation of salmon product or product voucher(s).

It is important that a clear and detailed description of the donation requested and its use be provided where possible.

## Eligibility

### Who is eligible for donations?

Only registered charities and not-for profit organisations are eligible for donations from Huon Aquaculture.

Please note, preference will be given to those that:

- a. Benefit the local communities in which we operate;
- b. Benefit the environment, particularly marine environments;
- c. Have active participation of one or more employees.

### Who is NOT eligible for donations?

Huon Aquaculture will provide a donation only to those registered as a charity or a not-for-profit organisation. Other organisations, groups or bodies must apply for support through sponsorships, partnerships or the community grants program.

Overall, large multinational charities will not be formally considered for donations from Huon Aquaculture. Instead they may instead request sponsorship or partnership with Huon.

Please contact Huon Aquaculture for further information if you would like us to consider a sponsorship or partnership.

## Assessment of Requests and Assessment Criteria

The assessment criteria are followed by Huon Aquaculture in their consideration of donations:

1. Donations are only made to registered charities and not-for-profit organisations.
2. Preference will be given to charities or organisations that:
  - a. Benefit the local communities in which we operate;
  - b. Benefit the environment, particularly marine environments;
  - c. Have active participation of one or more employees.
3. Requests are considered on a case by case basis.
4. Requests are assessed on their individual merits and against other requests.

## Procedure for Staff

If Huon employees receive donation requests from charities or organisations (either for cash or salmon products/vouchers), they are encouraged to follow these steps:

- 1) Read the donations policy before committing to donating to a charity or organisation.
- 2) Consider the above criteria.
- 3) Notify Jane Gallichan and Laura Bender about the donation via [community@huonagua.com.au](mailto:community@huonagua.com.au) and provide them with details of the request including:
  - a. The charity or organisation requested and their key contact details;
  - b. What the request is for;
  - c. The amount or product requested; and
  - d. The relevant documents supporting the request.

Personal donations that are independent from Huon are excluded from the above procedure.

Huon employees must also be aware that fund-matching to employee donation cuts off at \$5000.00. Once this amount has been reached, any more potential money donated by Huon will be looked at on a case-by-case basis and will need to be signed off by a General Manager.

It is important that all Huon employees understand and follow the donations policy so all charities and organisations have a fair and equal opportunity at receiving a donation from Huon.

## References and related documents

Huon Vision and Mission

Huon Operating Protocols

CQF1303 HAC – Community Grants Guidelines

CQF1302 HAC – Community Grants Assessment Criteria and Application Form

CQF1301 HAC - Partnerships, Sponsorships, Community Grants and Donations Policy

CQM1306 HAC - Sponsorship Policy

HAC – Employee support Guidelines (IN DRAFT)

HAC – Sporting Clubs Guidelines (IN DRAFT)

## Donation Application Process

The donation application process is a guideline that charities and not-for-profit organisations are encouraged to follow.

The donation application process is as follows:

1. Review Huon Aquaculture's Donation Policy;
2. Decide whether the request fits Huon Aquaculture's criteria;
3. Complete the Donation Request Application Form.

These guidelines are indicative only, and are not intended to limit the ability of Huon Aquaculture to approve of or reject a donation request for other reasons.

Requests for donations should be made to:

Laura Bender  
Community Relations Coordinator  
e: [community@huonaqua.com.au](mailto:community@huonaqua.com.au)  
p: 03 6295 8111

Each request is considered on its own merits and against other donation requests received at the time.

Charities or organisations will be notified of the decision either by phone or email within eight weeks of receiving the request, unless urgency is required or there is a specified date by when the donation must be met, in which case they will be notified earlier.

Should you have any enquiries about any elements of the application process, or wish to check on the progress of your request if you have not received correspondence in eight weeks from closure of the submission period, please contact Huon via [community@huonaqua.com.au](mailto:community@huonaqua.com.au).

## Communication

If the donation is granted, the charity or not-for-profit organisation is encouraged to supply Huon Aquaculture with a summary of the activity/event/project upon completion and include details of whether the activity/event/project met its objectives and fulfilled Huon Aquaculture's stated criteria. A full summary of all media clippings associated with the activity/event/project are encouraged to be submitted within one month of completion.

## Staff donation program

The staff donation program allows teams of staff members to nominate a registered charity to donate \$100 once within the financial year. As well as nominating a recipient, the team must develop a relationship with the registered charity by contacting and engaging with the recipient. The team must also provide the marketing team with a photo and small article to be used for promotional purposes. The team is also required to fill out the Staff Donation Program application form which must be returned to Laura Bender via email.