

# THOMSON REUTERS COMMUNITY SUPPORT POLICY

Thomson Reuters, the world's leading source of intelligent information for businesses and professionals, operates to a policy of corporate responsibility which commits us to underlying responsibilities in the way we deliver our business. Inherent in this policy is a commitment to deliver a robust program of community and societal support.

This commitment is delivered through Thomson Reuters Foundation, the company's UK and US registered charity and by line management and staff throughout Thomson Reuters. Support is delivered in accordance with the Community Support Policy as outlined in this document.

## **THOMSON REUTERS FOUNDATION**

Thomson Reuters Foundation is an educational and charitable trust, primarily funded by Thomson Reuters. The work of the Foundation reflects the values and core competencies of the company, focusing in particular on areas where Thomson Reuters skills and expertise in information gathering and communications can be put to use in ways which will benefit its neighbors worldwide.

As the business of Thomson Reuters has evolved, so the work of the Foundation has broadened in scope. Created as Reuters Foundation in 1982 to support journalists from developing countries, Thomson Reuters Foundation today embraces a wide range of educational and humanitarian causes around the world.

The goals of the Foundation are to

- Engage employees by encouraging them to use their skills and expertise to help others globally or locally;
- Be a trusted broker to match other companies' resources with the people who need them most;
- Promote the highest standards of journalism;
- Help deliver life-saving information in disaster zones;
- Enrich our brand by putting Thomson Reuters' strengths at the disposal of humanitarian projects.

The Foundation has as its focal point a first-class website which creates a community of aid agencies, media organizations and service providers to make a real difference in humanitarian crises by freeing up information and giving pro bono support.

The Foundation leverages the Thomson Reuters reputation and brand internationally and helps attract and retain employees across the whole company, reinforcing and extending a global culture at Thomson Reuters. The work of the Foundation builds on two communities:

AlertNet's 400 aid agency members and the 5,000 alumni trained worldwide to Reuters News' journalistic standards.

Thomson Reuters Foundation is registered as a charity in the UK (Registration number 1082139). Reuters Foundation Inc was registered as a New York Not for Profit Corporation in September 2001 with 501c3 status.

As a registered charity, the Foundation may not engage in activities that further the commercial interests of Thomson Reuters.

### **Management and Governance**

Thomson Reuters Foundation is run by a Chairman, CEO and Project Managers responsible for running the individual programs. The Foundation operates under Policy Guidelines established by its Trustees and listed in the Annual Report filed by the Charity in accordance with UK Charity and Company law.

The Board of Trustees meets three times a year, or more often as necessary, to review progress and to approve major new initiatives and/or changes to the Policy Guidelines.

Approved programs are implemented by Thomson Reuters Foundation in conjunction with appropriate Thomson Reuters contacts where relevant.

### **Budget and Accounting**

Thomson Reuters Foundation is funded on an annual basis by Thomson Reuters and also welcomes any public donation made by cheque payable to Thomson Reuters Foundation.

Thomson Reuters aims to achieve a level of charitable spending broadly comparable with other responsible international corporations. The Company does not commit itself to giving any specific percentage or proportion of earnings or profit.

The corporate donation made to the Foundation is established as a multi-year funding agreement.

Business Unit managers may make other charitable payments out of their own operating funds provided they conform to the Guidelines as set out in 4.4 and 4.5 below.

Business Unit managers must continue to make provision as required for any commercial sponsorship, business entertaining and other spending that would not qualify as 'charitable' under local legislation. The Legal Department should be consulted for guidance as necessary.

### **PHILANTHROPY**

Thomson Reuters addresses societal needs not only by sharing of core skills through the Foundation's programs but through a program of philanthropy, supporting the giving of staff time, cash grants and supporting staff cash giving.

Thomson Reuters does not respond to unsolicited requests for funding; however, it does provide financial support to causes nominated by staff through established programs.

### **Matching Funding**

As of 2009, Thomson Reuters operates a global program which allows all staff to claim for a company match for donations made to qualifying causes up to a maximum of value per person per year, within annual budgetary constraints. Qualification is identified in section 4 below.

Thomson Reuters will operate programs to enable staff to make charitable contributions directly from their salaries (e.g. Give As You Earn) where this is legal and operationally feasible.

### **Giving Time**

Thomson Reuters staff have a variety of personal and professional skills that they can share with the communities in which the company is located, helping to address real needs, while learning about social issues and developing “soft” business skills as a result of their engagements.

Thomson Reuters will operate a Community Volunteering Policy available to staff. This Policy will enable all Thomson Reuters staff globally to take a minimum of one business day (eight hours) to engage in a volunteering effort. Local business units may offer additional time off above this one day minimum.

Administered via Thomson Reuters Foundation, the exact nature of the volunteering projects will vary around the world and may involve staff working as individuals or as teams, through once-off efforts or through sustained support over a period of time. Programs help local causes that are directly relevant to Thomson Reuters staff and execute programs by working in partnership with qualifying charities or non-profit organizations or accredited educational institutions.

Small cash grants may be given by the Thomson Reuters business to support these Community Volunteering projects. Thomson Reuters Foundation will not give cash grants outside of this program and unsolicited requests for funding will not be replied to.

### **Cash Grants**

The giving of cash grants to local causes is established within the legacy Thomson business as a way of supporting local community needs in selected employee population centers. This support is budgeted for and administered within individual business units however, it is guided by this overarching Community Support Policy, which will ensure support is restricted to qualifying causes. By focusing cash support on a defined range of causes Thomson Reuters will aim to achieve a globally consistent message, supporting a more defined range of causes reflective of the business therefore achieving greater impact.

Local philanthropy at the Corporate level provides support to executive nominated causes in Stamford, New York, Toronto and London.

### **Community Champion Awards**

As a way of recognizing the support staff chose to give to community programs and charities of their choice, whether as individuals or teams, in work time or personal, Thomson Reuters operates an annual recognition program named “Community Champion Awards”. Through the program, many grants are awarded to nominated, qualifying causes, via an internally administered and judged program. The number and value of awards will vary each year.

### **Disaster Response**

Any financial response to natural disasters is made at the discretion of the Thomson Reuters CEO. If financial aid is to be given – based on advice from the AlertNet team within Thomson Reuters Foundation – it will be routed via Thomson Reuters Foundation, from where it will be administered via the transparent AIDfund mechanism.

Thomson Reuters staff wishing to make donations to aid appeals will be encouraged to channel their support to AIDfund and will be able to claim for a match using their annual allowance if they wish.

## **POLICY GUIDELINES**

## **Basic Principles**

At the INTERNATIONAL level, Thomson Reuters is primarily concerned with causes that are relevant to Thomson Reuters business as a global information organization. At the NATIONAL level, Thomson Reuters aims to support the social and business communities in which the company operates.

## **Standards and Style**

Community support activities must observe the same high quality standards as all Thomson Reuters activities. They must reflect well on the Company name.

The Foundation aims to share Thomson Reuters skills and expertise, utilizing the corporation's information, technology and professional skills. Programs should always add value - bringing something extra to the cause through skills, time and talents in place of cash donations.

## **Publicity and Public Image**

While altruism is one of the motives for Thomson Reuters charitable activities, positive publicity and enhancement of the Company's image are recognised as legitimate side effects of an active community support program.

The company does not seek a public relations return on acts of support but does aim, in overall terms, to ensure that public image reflects the level of our educational, humanitarian and general charitable program.

Clients, shareholders and staff should all be made aware of Thomson Reuters Foundation activities and those of our staff around the world.

## **Causes Supported**

The following sections outline the causes supported by programs operated by Thomson Reuters and by the Foundation.

### Education & Training

A significant proportion of the Foundation's annual budget is spent on education and training. The main activities are:

- Thomson Reuters Foundation journalism training programs offer young journalists from the developing world and countries in transition short, practical training in a variety of subjects including, amongst other topics, international, business and environmental news techniques;
- Thomson Reuters Foundation Fellowship program offers mid-career journalists from the developing world and elsewhere opportunities to study at Green College, Oxford University, United Kingdom.

All fellowships offered by Thomson Reuters Foundation are specific only to the programs stated above and applications for programs outside of those stated or for personal study support will not be entertained. Such unsolicited requests for funding will not be responded to.

In addition, Thomson Reuters staff are able to use their volunteering day to work with local students on programs which add value to the education curriculum or to their understanding of the world of work. Partnerships between offices and local schools are encouraged in order to focus support around a smaller number of beneficiaries so achieving greater impacts.

### Humanitarian relief

Thomson Reuters Foundation's AlertNet service ([www.alertnet.org](http://www.alertnet.org)) provides fast news and communications for international disaster relief. Since its launch in 1977, AlertNet has pioneered the use of cutting edge internet technology to create a platform for vital communication and information sharing within the aid community worldwide. Carrying reports from Reuters News and from professional aid workers at the scene of disasters, AlertNet acts as a clearing house for vital information on humanitarian crises, helping aid professionals making life-saving decisions.

The service puts Reuters News' core skills of speed, accuracy and freedom from bias at the service of the humanitarian community.

Non-governmental aid agencies working in international relief can access additional reference material, a more extensive newsfeed and an area to exchange information between professionals.

Thomson Reuters Foundation also runs AIDfund (AlertNet International Disaster Fund) ([www.AIDfund.org](http://www.AIDfund.org)) - a rapid response fund for disaster relief. AIDfund works in tandem with the AlertNet membership in the wake of major natural disasters, establishing the most urgent needs on the ground and providing rapid cash grants to help aid agencies get their operations under way.

### Community, Health, Care and Culture

Corporate support is given to community (including education), health and care projects around the world through local giving and employee volunteering program. Staff are able to volunteer their skills and talents to a range of projects and activities around the world which broadly fulfil one of four themes:

- Projects that support those who may benefit from specific business skills and professional talents;
- Projects that support those in need, such as those who:
  - Have a disability (either congenital or developed at some point in life due to accident, physical/mental/emotional illness or late-emerging effects of genetics)
  - Are in crisis and/or in need of relief;
- Projects that maintain and enhance the natural environment;
- Projects that stimulate cultural awareness and innovation, which may include through arts and culture.

### Environmental Causes

Thomson Reuters supports efforts to improve the environment and aims to help raise public awareness of certain global environmental issues. Thomson Reuters Foundation and the IUCN - the World Conservation Union - have created an award to recognize excellence in professional reporting on environmental and sustainable development issues that enhances this awareness. At a local level, the company may support projects of direct concern to staff.

### **Causes Not Supported**

Certain causes are considered not appropriate for Thomson Reuters or Thomson Reuters Foundation to support, either because they do not align with Thomson Reuters key principle of independence, they conflict with corporate policies or because their charitable purpose is a matter of individual choice.

Causes which are NOT supported include:

- **POLITICAL CAUSES** – This includes any organizations whose primary purpose is to influence legislation or to participate in political campaigning;

- **RELIGIOUS CAUSES** - The only exceptions are cases required by national law or custom. These will only be made on the authority of a member of the Thomson Reuters Executive Committee. Thomson Reuters may also consider causes which are run by a religious organization but which provides benefit to the wider community and is not closed to a specific group and does not involve promotion of a particular religious doctrine. Examples could include operation of soup kitchens or homeless shelters;
- **ANIMAL WELFARE CAUSES** – Business units are able to decide at a local level whether they wish to support volunteering on behalf of animal welfare causes. As part of the company’s support for environmental causes, the company may support conservation and research projects that benefit wildlife within their natural habitat or serve better understanding and documentation of threatened natural systems, including flora and fauna.
- **SPORTS & SPORTING EVENTS** –Exceptions may be made in the case of sporting events held as a fundraising means for acceptable charities; Business units are able to decide at a local level whether they wish to support Thomson Reuters staff or teams which play in a bonafide league, competition or event. The company will match up to \$500 costs of kits, entrance fees or league fees.
- **MILITANT OR EXTREMIST ACTION** - We do not support any kind of militant, extremist or direct action campaigns, whatever the cause.

<b>Cause</b>	<b>Cash Grant</b>	<b>Volunteering</b>	<b>Matching</b>	<b>Foundation</b>
Education	Yes – at Business Unit level and executive nominated causes	Yes	Yes	Through journalism training
Humanitarian	Yes – at Business Unit level and executive nominated causes	Yes	Yes	Yes
Community, Health, Care & Culture	Yes – at Business Unit level and executive nominated causes	Yes	Yes	Through volunteering
Environment	Yes – at Business Unit level and executive nominated causes	Yes	Yes	Through journalism training
Disaster Relief	At discretion of CEO	Yes	Yes	Yes
Politics	No	No	No	No
Religion	No	No	No	No
Animal welfare	No	Yes (to be decided at a business unit level)	No	No
Sport	Yes – at Business Unit level as defined above	No	No	No

Extremist causes	No	No	No	No
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## **GIVING IN KIND – THOMSON REUTERS EQUIPMENT AND SERVICES**

Support in the form of goods, resources, time or services can be just as effective as money.

Managers should look for opportunities to make local charitable donations of redundant resources or office furniture before scrapping.

Desktop and non-desktop equipment, which are Thomson Reuters owned assets, are not reusable within the business and which are not beyond economical repair, may be passed to a third party organization for use in educational projects in the developing world. Clearance should be sought from local finance, legal and IT departments.

Managers can promote discounted sales of appropriate Thomson Reuters services to universities, colleges and schools, research centers and relief organizations. The aim is to provide access to Thomson Reuters services to a young or academic audience, or to a humanitarian cause, which is not able to subscribe at commercial rates. Management may decide to make a token or nil charge for a limited period and subject to annual review. Actual costs, e.g. line charges, should usually be recovered in full, unless specifically waived by management. Such decisions are at the discretion of local management, not Thomson Reuters Foundation.

Services provided must always be covered by a Thomson Reuters contract, even when there is a token or nil fee. Recipients should be informed of the commercial rate as a measure of the value of the 'gifts'.

Managers must assure themselves that any Thomson Reuters service or installation is maintained and used in conditions that reflect well on the Company image. Usual quality standards must be applied.

At the discretion of the Editor, News Pictures, individual Reuters News pictures may be made available to registered charities for use in fundraising and other non-controversial appeals, on condition that they carry a Reuters credit and subject to any legal conditions concerning ownership.

## **SPONSORSHIP**

Some sponsorship of charitable causes is acceptable in principle, subject to the most rigorous controls and only if the association reflects well on the Company name,

All proposals must in the first instance be reviewed by the Sponsorship and Corporate Partnerships Manager and have the support of a member of the Thomson Reuters Executive Committee.

## **FURTHER INFORMATION**

Thomson Reuters Foundation's websites can be found at:

### **External:**

[www.thomsonreutersfoundation.org](http://www.thomsonreutersfoundation.org)

[www.alertnet.org](http://www.alertnet.org)

[www.AIDfund.org](http://www.AIDfund.org)

### **Email:**

[foundation@reuters.com](mailto:foundation@reuters.com)