



Corporate Social Responsibility Policy – ADM UK

Corporate Social Responsibility (CSR) is the continuing commitment by ADM to behave ethically and contribute to economic development while building the skills of employees, the community and society at large. This policy which promotes supporting the local community is one aspect of how ADM UK is committed to CSR.

SCOPE STATEMENT AND PURPOSE

ADM UK (the 'Company') recognises the importance of supporting the local community it works within, which we have through ADM Corporate's 'ADM Cares' programme, supported a number of local charities and initiatives.

The overall approach is to take an active part in supporting the local community and social causes to improve the quality of life of those around us through having a commitment to education and educational initiatives that provide work-based learning experiences.

The strong community's component of ADM Cares focuses on three main areas to include Education, especially for youth and young adults, our immediate environment and maintaining vibrant communities.

In addition to ADM Cares ADM UK shall initially focus its CSR on '**Educational and Employability initiatives**' within the local community.

OBJECTIVES

The objectives of this Policy Statement are to:

- Clarify areas of focus specifically within education.
- Outline the commitment in supporting the local community through education including providing work placements to students and developing the employability skills of young people in Education.

Employability Skills of Young People In Education

In order to make a positive difference to the lives of the people and the communities around us the focus of the Company's Community Activity will be on developing the employability skills of young people in Education. The Company will work with one or two specific Secondary Schools in the local communities where our sites are based. Initially this will commence in the South East region, where our head offices/ Plants are based.

Annually, all employees who wish to take part will have two working days 'volunteering time' enabling them to participate in the Company's corporate social responsibility activities, subject to their Line Manager's approval. This time can be broken down into hours or taken as two complete days.

The Company will use the Tower Hamlets Education Business Partnership (THEBP) as their Broker for the volunteering schemes. THEBP is one of the leading Education Business links organisations in the country with particular expertise in employability skills.

All volunteering schemes will deliver opportunities for all Company employees to develop key competencies to assist with their own development. The volunteering schemes will include mentoring and Getting Ahead in School.

Other Employee Volunteering Schemes

In addition to the Employability skills scheme each division may involve itself in other charity based schemes from time to time which may provide additional opportunity for employees to enhance their skills and volunteer their time to make a positive impact on the lives of others. Any such scheme will be communicated to employees and if this requires time out of the work environment this will be included in the 2 days volunteering time as detailed above.

Payroll Giving (Give as you Earn)

Payroll Giving is an arrangement whereby colleagues may make donations to a particular charity by regular deductions from their salary. Provided the donation does not exceed the maximum permitted by HM Revenue & Customs, the deduction is made before tax is calculated on an employees' salary.

Participation in the scheme is entirely voluntary to which the scheme simply enables individuals to make donations at regular levels they can afford without paying tax on their contribution.

ROLE & RESPONSIBILITIES

The UK Board has responsibility for the annual reassessment of this Policy.

The Board is responsible for ensuring that key strategic and operational decisions in their area take into account CSR considerations, supporting CSR initiatives and practices through role-modelling and the allocation of sufficient resources, raising the profile of CSR and overseeing that their area complies with this Policy. The HR department is responsible for the delivery of the Company's community activities.