

QSIX – Community Investment Policy

QSIX's Approach to Charitable Giving

Our Community Investment policy sets out a framework through which QSIX can conduct all of its charitable giving in a responsible, ethical and structured manner. We will support charities and charitable activities in which our financial support and volunteering can make a real difference. We encourage our employees to engage in these activities, as part of our QSIX's wider Corporate Responsibility Strategy.

Charitable giving covers a broad spectrum of giving that is not confined to financial donations alone but also includes the donation of materials and the volunteering of time and skills.

Oversight Responsibility

The QSIX partners are ultimately responsible for oversight of the company's charitable giving activities with the day to day responsibilities being performed by the respective Charity Champions in London and Berlin.

Each year, the partners and Charity Champions will evaluate QSIX's charitable giving initiatives:

- Assessing what the company and individual staff members have achieved and the impact made on the specific project or charity
- Confirming its donations have been spent appropriately and in the manner intended
- Determining whether support of the selected organisations and charities should continue
- Producing a report detailing the initiatives undertaken and the impact made.

This policy will be reviewed annually by QSIX partners and may be updated at any time to reflect a change in circumstance, organisation or strategy of QSIX or of those to whom QSIX is providing charitable support. Any changes will be recommended for adoption and approved by the partners.

Charitable Giving Criteria

- QSIX and the Charity Champions determine the types of organisations and interests it chooses to support. At present, the focus is in the area of helping people where homelessness is an issue.
- QSIX will aim to support specific projects and activities within a charity or non-profit organisation as opposed to general financial support or funding toward overhead and administrative costs.
- QSIX will support organisations local to its areas of operation and with which it can establish a 'partnership' through a combination of committed funds and participation in their charitable activities through volunteering and other support. In return, QSIX expects to be kept regularly updated on the organisation's activities and the impact the charitable contribution is having.
- QSIX aims to develop long term relationships with charities and non-profit organisations and to that end will channel the majority of its effort on a few organisations where it believes it can contribute something and make a difference. QSIX will provide support to these charities and non-profit organisations for a period of up to two years and longer if the partners and Charity Champions deem it appropriate.

- QSIX will not support organisations that discriminate on the basis of age, sex, race, religion, nationality, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
- QSIX will not provide financial support for individuals, political candidates, and political campaigns, or entities that are not non-profit organisations.

Employee Engagement

QSIX encourages employee involvement and engagement in charitable giving and has adopted the following policies:

- Support: QSIX will support and encourage its employees, whether as individuals, groups or teams, to become involved in charitable giving or work with charities and non-profit organisations whether through the company or in their local communities.
- Match funding: If an individual or a team from QSIX takes part in a fund raising activity for a charity whose objectives are in line with the company's policy, then QSIX will match fund an individual up to £250 or a team up to £1,000 per financial year.
- Volunteering: QSIX will allow each employee to take a maximum of one day's paid leave to undertake volunteering work for a charity or non-profit organisation whose objectives are in line with this policy. This applies on a pro rata basis for part-time employees. The charity or non-profit organisation does not need to be one of QSIX's chosen charities.

This Policy has been adopted by QSIX and is regularly reviewed and updated.

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Partner