

Transcontinental Inc. Donation Policy

("TC Transcontinental", "the Corporation" or "the company")

Effective: *July 26, 2012*

Last updated: June 11, 2018

1. GENERAL FRAMEWORK

TC Transcontinental has adopted a Donation Policy to facilitate the selection, support and management of the many activities it will partner with over the years in all legitimacy, freely, and with pride. All the supported activities reflect the company's values.

The common link among the activities supported by TC Transcontinental is their relevance to the communities in which the Corporation operates and where its employees work. This support from the Corporation mirrors the special relationship that TC Transcontinental has with the communities where it does business, and is fully aligned with its Corporate Social Responsibility Plan.

1.1 Priority areas

A wide variety of causes may be supported by TC Transcontinental, but the Corporation has chosen to give priority to the education and health sectors.

1.2 Management

Donation management comes under the responsibility of the TC Transcontinental Donation Committee. This Committee is overseen by the Chair of the Board of the Corporation.

1.3 Budget

TC Transcontinental has an objective of investing 1% of its adjusted operating earnings each year.

For details of corporate donation amounts and values, see the Corporate Social Responsibility Report on the TC Transcontinental website [here](#).

2. GENERAL OBJECTIVES

As an active corporate citizen established in the communities in which it operates, TC Transcontinental has chosen to offer its support to various organizations that are involved in these communities.

2.1 Distribution

The distribution of contributions granted by TC Transcontinental meets one or more of the following objectives:

- fulfill its role as an active corporate citizen;
- strengthen community bonds;
- prioritize the education and health sectors;
- highlight its products and services;
- advance its strategic orientations.

2.2 Forms of contribution

Contributions made by TC Transcontinental under its donation policy generally take the following forms:

- cash donation
- printing
- distribution
- advertising

2.3 Exclusions

TC Transcontinental will refuse to consider donation requests from:

- lobbyists and advocacy groups;
- individuals not associated with a humanitarian cause.

2.4 Contributions to political parties

TC Transcontinental does not contribute in any way to any political party or politically based organization or interest group promoting a political ideology, in the name of TC Transcontinental.

Furthermore, no TC Transcontinental employee, whether full-time, part-time, contract or seasonal, is authorized to make political contributions in the name of TC Transcontinental.

2.5 Contributions to religious organizations

TC Transcontinental does not contribute in any way, whether by donation or sponsorship, to any religious organization or any interest group promoting a religious ideology, in the name of TC Transcontinental.

Furthermore, no TC Transcontinental employee, whether full-time, part-time, contract or seasonal, is authorized to make religious contributions in the name of TC Transcontinental.

2.6 Repeat donation policy

At no time does any donation or sponsorship granted to an organization by TC Transcontinental commit the Corporation to supporting this organization repeatedly. Each new request must be submitted for evaluation.

3. DONATION AND SPONSORSHIP COMMITTEE

The TC Transcontinental Donation Committee is under the responsibility of the Chair of the Board of the Corporation.

3.1 Objectives of the Committee

The Donation Committee's mandate is to evaluate external and internal requests received directly by email to communications@tc.tc or from an employee.

The Donation Committee ensures rigorous follow-up of TC Transcontinental's commitments, ensures that donations and sponsorships from different sources within the Corporation (e.g.: by sector, by business unit, by employee, etc.) are not duplicated, and maintains a registry of amounts disbursed and partnerships made.

3.2 Frequency of Committee Meetings and Follow-ups

The TC Transcontinental Donation Committee meets as needed to evaluate applications and a follow-up is made only with those applicants whose requests are accepted.

4. ADMISSIBILITY OF APPLICATIONS

Any application for support associated with a regular or occasional fundraising campaign aimed at aid or development in the areas that meet TC Transcontinental's criteria or interests is admissible and subject to an evaluation by the Donation Committee.

4.1 One-time humanitarian event

In the case of a one-time humanitarian event (e.g.: earthquake, regional flood, etc.), or any other case deemed significant and worthwhile by the Chair of the Board of the Corporation, the latter may decide to act immediately, without restriction.