



POLICY ON DONATIONS AND SPONSORSHIPS



JUNE
2025

Groupe Norbec Inc., Systèmes Norbec Inc. and Norbec Architectural Inc. (hereafter referred to as "Norbec") are committed to fostering long-term relationships with their stakeholders and communities by contributing financially, notably through donations and sponsorships.

As a responsible corporate citizen, we support a variety of organizations and events located in regions where our facilities are, or will be, established. We are proud to play an active role in the economic and social development of our partners and local communities.

Objectives of the Policy

This Donations and Sponsorships Policy is a working tool intended to guide the allocation and management of Norbec's various contributions and the amounts provided. It serves to:

1. Uphold our role as an engaged corporate citizen by promoting sustainable development and community well-being in areas where we operate.
2. Ensure alignment with our values, vision, and mission.
3. Distribute donations and sponsorships fairly across investment sectors.
4. Offer equal opportunities to all through clearly defined criteria.

Through this policy, Norbec aims to target:

1. Communities (residential, academic, and associative) near our facilities.
2. Employees' personal initiatives (projects, events, organizations) that meet the Policy's criteria.
3. Activities of Norbec's clients, suppliers, and partners that align with the Policy's objectives.

*Note: This policy may be modified without notice.

Definitions, Investment Sectors, and Exclusions

DEFINITIONS

Donation

A philanthropic contribution, generally in the form of money, goods, or services, made to a nonprofit organization. A donation reflects Norbec's social and environmental commitment and involves no expectation of return on investment.

Sponsorship

A contribution in the form of money, goods, or services for a specific activity, in exchange for public recognition.

All donations and sponsorships must comply with [Norbec's code of ethics](#) and the following principles:

- Must not be perceived as bribes or favors.
- Must comply with the legal and ethical standards governing Norbec and its employees.
- Must not harm Norbec's reputation or that of its employees.

INVESTMENT SECTORS

Although all causes are valuable, Norbec will prioritize requests in the following areas:

Environment and Sustainable Development

Contributions to improving planetary health and combatting climate change.

Examples: Tree-planting activities, heat island reduction initiatives...

Charitable Organizations

Donations to nonprofits promoting social, economic, cultural, or educational well-being.

Examples: Donations to La Tablée des Chefs, Centre d'actions bénévoles de Boucherville...

Community and Social Sectors

Support for quality of life in local or school communities and enhancement of local cultural/artistic offerings.

Examples: Donations to a university association, building of a park...

Sports and Physical Activities

Promoting a healthy and active lifestyle among Norbec employees.

Examples: Sponsorship of Grand Défi Pierre Lavoie, Relais du Lac Memphrémagog...

EXCLUSIONS

Norbec will not support requests that:

- Go against Norbec's values, vision, or mission.
- Involve selling tickets or products to Norbec employees.
- Originate from regions where Norbec has no operations or business ties.
- Support political or lobbying groups.
- Support religious groups.
- Come from organizations with troubling missions or financial situations.
- Are submitted less than 8 weeks before the targeted date or event.
- Are personal projects (products, events, or individual activities) with no relevance to the investment sectors.

EXCLUSION OF COMMERCIAL SPONSORSHIPS

This policy applies to donations and sponsorships related to the investment sectors described in section 2.2. Requests whose primary purpose is the development of commercial relationships or the promotion of a product, service or company are excluded from this policy.

Budget

Donations and sponsorships are managed by the Executive Committee (for budget allocation) with the collaboration of **CIRCO**, the Sustainability Committee (for coordination).

A dedicated annual budget is allocated, which includes general funds and distribution goals per sector:

- Environment and Sustainable Development: Minimum 15%
- Charitable Organizations: Minimum 15%
- Community Sectors: Minimum 25%
- Sports and Physical Activities: Minimum 25%

Application process

SUBMISSION OF REQUESTS

All requests (internal or external) must be submitted via the following form: [DONATIONS & SPONSORSHIPS](#)

Requests must be submitted at least 8 weeks prior to the intended event or funding period.

REVIEW AND RESPONSE PROCESS

Requests are assessed based on the criteria in this policy. Applicants will receive a response within 6 to 8 weeks.

No donation or sponsorship is automatically renewed; each must be resubmitted and reassessed. Norbec commits to responding to as many requests as possible based on budget and criteria, but reserves the right to decline a request even if it meets all conditions (e.g., if funds are already allocated).

Exceptionally, Norbec may approve requests that do not meet all listed criteria.

Communication and Visibility

Norbec encourages recipients of donations or sponsorships to include Norbec in their communications and materials.

Upon approval, the marketing department will provide the Norbec logo and usage guidelines.

Norbec seeks to take a proactive and transparent approach. This policy and related activities may be shared internally and externally, including on Norbec's platforms, to:

- Increase the impact and reach of supported causes.
- Strengthen awareness of Norbec's community commitment.
- Raise public awareness of the key causes Norbec supports.

Contact

For any questions regarding this policy, please contact:

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For more information about Norbec, please visit

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