

Charity and Sponsorship Policy
of FABRYKI MEBLI „FORTE” S.A.
(hereinafter: the Charity Policy)

Charity and sponsorship activities are of particular importance for FABRYKI MEBLI „FORTE” S.A. (hereinafter: FORTE or the Company) and a permanent element of its business operations. They are very important in building the image of a socially responsible company.

MISSION:

To educate and to shape attitudes, in particular in the spirit of a responsible society involved in particular in activities for the climate, sustainable development and willing to act for personal and social development, sensitive and perceiving the needs of other people, the environment, and willing to help others.

VISION:

As part of its Charity Policy, FORTE focuses primarily on supporting initiatives aimed at levelling social differences and preventing social exclusion of children and young people, who are particularly talented, in need of help and in a difficult life situation.

FORTE undertakes numerous initiatives and activities that aim to support broadly understood education and comprehensive development of the young generation. FORTE does not undertake charity or sponsorship activities for purposes other than:

- providing support and assistance in line with its mission and
- building the image of FORTE as a socially responsible organisation concerned with sustainable development.

In particular, activities under the Charity Policy are not carried out in order to exchange any undue benefits with beneficiaries.

Our commitment to the development of culture and arts manifests itself in supporting initiatives related to the development of culture, preservation of cultural heritage and national heritage as well as cultural institutions and events, which are primarily located in the places of our business activity.

ACTIONS:

The Charity Policy may only be pursued taking into account actions compliant with applicable laws, principles of community life and standards adopted by FORTE and its beneficiaries.

The direction of the Company's charity and sponsorship activities is determined by two priorities:

1. activities for education and upbringing:

- cooperation with the AMF NASZA DROGA FOUNDATION operating at the Company,
- cooperation with universities and secondary schools educating future participants in the labour market (e.g. internships and apprenticeships, organisation of patronages, competitions, teaching and in-kind assistance, organisation of lectures and scientific conferences),
- cooperation and in-kind assistance in equipping educational and training institutions,
- supporting research and teaching and scientific activities in the area of wood and furniture industry development, individual in-kind assistance to people in a difficult life situation.

2. activities for the development of culture and arts:

- supporting local cultural events (e.g. concerts, festivals, exhibitions, performances),
- supporting local projects in the area of physical culture and sport (e.g. firefighting competitions),
- supporting the implementation of cultural projects aimed at activating local communities in the area of arts and broadly understood cultural education.

The above-mentioned areas of activities do not exclude other (positive or negative) criteria, which may influence the Company's decision to participate in the project. The Company's activities are always determined by strictly defined substantive criteria.

In particularly justified cases, the Company may also provide aid or support for other purposes. Before making a decision to provide support, FORTE employees thoroughly examine each case in terms of its compliance with applicable laws and principles included in the Code of Ethics and other internal regulations of FORTE.

PROHIBITED ACTIONS:

FORTE does not undertake charity or sponsorship activities in a manner that is unlawful or contrary to FORTE's or its beneficiaries' adopted internal policies.

FORTE does not support or sponsor

- organisations and initiatives whose support might give rise to a particular risk for the security of the Company, including the loss of FORTE's image, in particular::
 - political parties and associations,
 - religious and denominational organisations,
 - political events,
 - religious events,
 - discriminatory events that violate applicable laws or general social norms
 - events threatening the environment,
 - events compromising the Company's image,
 - events involving gambling establishments or producers of stimulants (alcohol, cigarettes),

- royalties,
- activities of individuals;
- in a sham, unofficial manner and without the required documentation,
- to exchange undue benefits.

FORMS AND RULES OF GRANTING SUPPORT:

Support under the Charity Policy may be provided by entering into an agreement for in-kind donation or financial donation or by entering into a sponsorship agreement.

When undertaking these activities, FORTE adheres to the following rules:

1. FORTE directly provides donations and concludes sponsorship agreements – in each case, the parties to the agreement are a company of the FORTE Group and a beneficiary, i.e. the person receiving support from FORTE on the terms of the agreement,
2. Any requests received or proposals to conclude sponsorship agreements are carefully reviewed and evaluated in terms of their compliance with applicable laws, FORTE’s Code of Ethics and the Charity Policy – in particular, the requests are reviewed in terms of a potential conflict of interest and other types of relationship of the beneficiary to employees, business partners or other persons collaborating with FORTE,
3. Donation and sponsorship agreements stipulate that
 - FORTE has the right, at any stage of the project, to check if the funds/donations are spent/used as declared,
 - the beneficiary who is unable to use the donated funds as declared is obliged to return all the funds received.

FORTE promotes the fact that it provides support and assistance on the terms set out in this Policy. The marketing and promotion of charity and sponsorship activities by FORTE is handled by Forte Brand sp. z o.o.

1. DONATIONS:

FORTE may make in-kind and financial donations. Each donation must be recorded in the register of donations ([Appendix 1](#)).

- 1.1 Donations are made for a specific purpose indicated in the donation agreement. It is not allowed to expect any consideration or benefit for FORTE in return for making a donation.

Donations made by other Departments, including Departments responsible for sales outside Poland, require the consent of a Member of the Management Board.

- 1.2 A donation is initiated by a beneficiary by submitting an appropriate request. A donation can also be initiated by an Employee who receives the request from the beneficiary and refers it to the Brand Management Department.
- 1.3 The beneficiary's request for a donation should include:

Name of the donee;
Amount or object of donation;
Purpose of donation;
Reasons for donation.

1.4 The donation must be made on the basis of an agreement. Each donation agreement is drafted or reviewed by the Legal Department. The donation agreement should specify:

Parties to the agreement;
Amount or object of donation;
Purpose of donation;
Right to verify the use of donation (e.g. invoices for the purchase of a specific service);
Right to obtain a refund of donation in case of misappropriation of donated funds or the value of donated items`

Prohibited actions:

- Requesting action in return for a donation made
- Making a donation without an agreement or without a request from the beneficiary
- Making a donation to, for example, political parties or public administration bodies
- Using a donation as a form of providing a disguised benefit

2. SPONSORSHIP:

FORTE allows providing financial support for certain events (e.g. local sports competitions) or activities of certain entities (e.g. a selected educational institution).

2.1 In exchange for providing sponsorship, FORTE may expect a consideration or a benefit.

2.2 Sponsorship is provided by the Brand Management Department. The decision on providing sponsorship is approved by a Member of the Management Board. Sponsorship provided by other Departments, including Departments responsible for sales outside Poland, requires the consent of a Member of the Management Board.

2.3 Sponsorship is initiated by a beneficiary by submitting an appropriate request. Sponsorship can also be initiated by an Employee who receives the request from the beneficiary and refers it to the Brand Management Department.

2.4 The beneficiary's request for sponsorship should include:

Name of the sponsored entity;

Amount or object of sponsorship;

Proposed consideration for FORTE (e.g. presenting the logo).

2.5 Sponsorship must be provided on the basis of an agreement. Each sponsorship agreement is drafted or reviewed by the Legal Department. The sponsorship agreement should specify:

Parties to the agreement;

Amount or object of sponsorship;

Term of the sponsorship agreement;

Consideration that FORTE receives in return for sponsorship;

Right to verify the manner of providing the consideration (e.g. by checking outfits of a sports team);

Right to obtain a refund of the amount of sponsorship if the sponsored entity fails to provide the consideration.

Prohibited actions:

- Providing sponsorship without a consideration
- Providing sponsorship without an agreement
- Sponsoring entities that promote values inconsistent with Forte's values
- Using a donation as a form of providing a disguised benefit

Appendix 1

Register of provided in-kind and financial donations

REGISTER OF DONATIONS

No.	Date of donation	FORTE Company	Name of the beneficiary of donation (object)	Type of donation (in-kind / financial) and object (if in-kind)	Value of donation / estimated value of object [PLN]	Full name of person representing the beneficiary	Full name and signature of person representing FORTE

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(signature of Compliance Officer)