

INTERNAL CONDITIONS & PROCEDURE for applying material and/or financial support to an external project

Departing from its mission and values, the Alpro Social Fund, which is managed by the King Baudouin Foundation, supports initiatives of societies/associations without purpose of gain in which Alpro employees and/or members of their family or retired former Alpro employees (Alpro being their last employer), are themselves directly and actively involved or in which the local Alpro company is directly and actively involved.

A. MUST HAVE CRITERIA

To be eligible for obtaining material and/or financial support, you must meet the following criteria:

1. You must be employed with Alpro as permanent employee in active service for **at least 6 months**. Retired former Alpro employees with Alpro as their last employer are also eligible.
2. You yourself or another member of your family insofar as you are an Alpro employee when submitting the application, must be explicitly involved in the realisation or execution of the action or project. You or the member of your family must also be **an active member of the society for at least 1 year as a volunteer**. A letter signed by the chairman or another board member of the society must confirm your actual commitment. This letter must be added to the case file in a 2nd phase of the procedure.
3. The action or project for which support is applied for **must**:
 - a. be concrete and specific;
 - b. be carried out by an association with a clear humanitarian or social objective;
 - c. help to realise and develop human and social objectifs contributing to a group of people (not an individual) who, due to circumstances such as a serious disease, accident, handicap, etc. experience financial difficulties or, for lack of financial resources, miss out on opportunities and risk, to a lesser or greater degree, to become excluded from society and with respect to sustainability of people and planet in our country and/or where we have Alpro locations;
 - d. give a face to those who benefit;
 - e. demonstrate a direct and active involvement of the Alpro employee or a member of his family;
 - f. be in keeping with the Alpro values and Code of Ethics.
4. The action or project for which support is applied for **should not**:
 - a. serve personal interests;
 - b. have any racist or extremist dimension and not infringe against national or European legislation.



c/o KING BAUDOUIN FOUNDATION – social non-profit organisation

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B. PROCEDURE

STEPS TO TAKE by the Applicant

1. Use the **application form for external projects** (preferably through the mini-website of the Alpro Social Fund) to submit an application and indicate whether or not you want your application to be dealt with **confidentially** (in other words if this external project should not be submitted to the Alpro employees for voting - internal projects are always confidential).
2. In a second phase add the following data to your file:
 - a. the articles of association of the society and/or a bank statement confirming the bank account number of the society;
 - b. a letter signed by the responsible person or another board member of the society confirming that you are an active and voluntary member of the society for more than one year.
3. **PLEASE NOTE THAT** by submitting an application, applicants implicitly confirm their agreement with the "Internal Conditions and Procedures" and with all decisions taken by the selection committee.

WHAT happens NEXT?

1. All admissible case files are submitted by the Secretariat of the Fund to a selection committee consisting of members of the Executive Committee of the Fund and some external jury members. All admissible case files that have not been marked as confidential are also submitted by the Secretariat of the Fund to the Alpro employees. The employees on the one hand and the selection committee on the other each have 50% of the votes for selecting a project.
2. The selection committee takes a decision in each case file and also establishes the sum of money to be allocated and the value of the support in kind if applicable. All decisions regarding applications are taken by a majority of the votes. Upon equality of the votes, the chairman of the Executive Committee has the decisive vote. Deliberations of the selection committee are secret and no appeal can be lodged against the results.
3. Each positive or negative decision is communicated to the applicant by letter or e-mail. The Secretariat is responsible for handling the case files.

ONCE your project has been SELECTED....

1. The King Baudouin Foundation draws up a concise agreement with the organisation for the payment of the awarded support.
2. The Fund reserves the right to film and take photographs of the action or project and to write an article about it, to mention it in the Alpro employee magazine Focus or on the website of the Fund or to use it for the external communication of the Fund, the King Baudouin Foundation or Alpro through whatever media channel and such after the approval of the communication by the Fund.

3. You commit yourself:
 - a. not to make use of trademarks, logos, domain names or other intellectual property rights of Alpro, the Fund or the King Baudouin Foundation for promoting your project without the prior consent of the Alpro Social Fund;
 - b. to refrain from any act of whatever nature that could damage the quality or proper operation of the services of the Alpro Social Fund or Alpro or the image and reputation of the Alpro Social Fund, the King Baudouin Foundation or Alpro.

The Alpro Social Fund allows you to mention the following sentence for promoting your project: "Laureate of the Alpro Social Fund, part of the King Baudouin Foundation".

C. FURTHER CONDITIONS AND INFORMATION

1. The material and/or financial support should only be used for the action or project and should not be used for paying recurrent costs of the society such as wages or operational costs. Infrastructural works to a building are not taken into consideration unless they are executed completely or to the largest extent by voluntary members of the society. The purchasing of equipment to expand the society's activities can be taken into consideration.
2. The sum awarded per action may be any sum between **500 Euro and maximum 5000 Euro**. Alpro may also donate the amount **in kind**, purchasing the equipment itself. Alpro aims at a total annual support for all selected internal and external projects amounting to 50,000 Euro which is an indicative sum. The Executive Committee of the Fund may decide to increase or decrease this sum if more / insufficient valuable projects can be selected.
3. A society can but receive financial support for one and the same specific project once a year. A society may submit new projects.
4. Laureates of previous editions may reapply provided that the submitted case file concerns a new initiative.
5. The Executive Committee intends to call for applications for external projects twice a year. The annual number of projects to be selected is established by the Executive Committee. The Executive Committee also reserves the right to submit other projects than those submitted by Alpro employees to the selection committee for approval – whether or not including a voting by Alpro employees.
6. The selection criteria applied by the selection committee as outlined above are established by the Executive Committee and can be adjusted for a following call.
7. External jury members are appointed on an annual basis by the Executive Committee and indicated in the minutes of their meeting.
8. The deadline for submitting a file is established in each call for applications, such subject to a possible extension of this term by the Executive Committee.
9. By submitting an application, applicants implicitly confirm their agreement with the "Internal Conditions and Procedures" and with all decisions taken by the selection committee.

List of HR contacts

For more information you can contact Sarah Reyn of the King Baudouin Foundation (+32 (0)15 64 40 88 - reyn.s@mandate.kbs-frb.be), Alpro's VP Human Resources Catherine Wajsbrodt or your local HR contact(s).

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