

Team Defence Information

Political and Charitable Donations Policy

1. Introduction

This Political and Charitable Policy outlines the principles and guidelines that employees of UKCeB trading as Team Defence Information must adhere to regarding participation in political activities and charitable giving. This policy aims to ensure transparency, impartiality, and compliance with legal and ethical standards in all political and charitable endeavours.

2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contractors, as well as consultants and agents acting on behalf of UKCeB trading as Team Defence Information.

3. Political Activities

3.1. Personal Participation:

- Employees have the right to engage in personal political activities, including supporting political candidates, parties, or causes of their choice, outside of working hours and using personal resources.
- However, employees must ensure that their personal political activities do not create a conflict of interest or give the impression that they are acting on behalf of UKCeB trading as Team Defence Information.

3.2. Corporate Political Activities:

- UKCeB trading as Team Defence Information does not engage in direct corporate political contributions, donations, or endorsements of political candidates or parties.
- Any political activities undertaken by UKCeB trading as Team Defence Information must be conducted in compliance with applicable laws and regulations and approved by senior management or the designated authority.

4. Charitable Giving

4.1. Corporate Charitable Contributions:

- UKCeB trading as Team Defence Information may allocate a portion of its budget for charitable giving and community support initiatives.
- Charitable contributions made by UKCeB trading as Team Defence Information must be in alignment with the company's values, goals, and areas of interest, and must comply with all applicable laws and regulations.

4.2. Employee Volunteering and Fundraising:

- UKCeB trading as Team Defence Information encourages employees to participate in volunteer activities and fundraising efforts for charitable organizations during non-working hours.
- Employees may organize charitable events or fundraising campaigns within the company, subject to approval from senior management or the designated authority.

5. Compliance and Enforcement

- Employees are expected to comply with this policy and refrain from engaging in any political activities or charitable endeavours that could conflict with their duties or the interests of UKCeB trading as Team Defence Information.
- Violations of this policy may result in disciplinary action, up to and including termination of employment.

6. Training and Awareness

- UKCeB trading as Team Defence Information will provide regular training and awareness programs to educate employees about this policy, ethical considerations related to political and charitable activities, and compliance requirements.

7. Policy Review

- This policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

8. Acknowledgment

- All employees are required to read, understand, and acknowledge their compliance with this Political and Charitable Policy upon joining the company and periodically thereafter.

9. Conclusion

- UKCeB trading as Team Defence Information is committed to conducting business with integrity, fairness, and social responsibility. This Political and Charitable Policy is designed to uphold these values and ensure that all political and charitable activities associated with the company are conducted in an ethical and compliant manner.

Amendment Record

Date	Detail
1 Oct 21	V1.0 - Initial version
1 Oct 22	V2.0 - Reviewed
1 Oct 23	V3.0 - Reviewed
1 Oct 24	V4.0 - Reviewed
30 July 25	V5.0 - Reviewed
3 Aug 26	V6.0 - Reviewed

