

Ubora Online Academy (Pty) Ltd (Ubora Academy) Corporate Social Investment (CSI) Policy For Third-Party Donations and Recognition [Version 001, January 2025]

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1. Introduction

This Corporate Social Investment (CSI) Policy is designed to provide a framework for third-party donations, both in cash and kind, to the school as part of their Corporate Social Responsibility (CSR) and Broad-Based Black Economic Empowerment (B-BBEE) obligations. The school values the contributions of partners and aims to create a transparent and beneficial relationship for all parties involved, recognizing the contributions made by these third parties.

2. Purpose

The purpose of this policy is to:

- Encourage third-party donations (cash or in-kind) to the school.
- Provide a structured process for recognizing such contributions.
- Ensure that third-party donations help fulfill their B-BBEE obligations under the Socio-Economic Development and Enterprise Development categories.

3. Scope

This policy applies to all external parties, including businesses, organisations, and individuals, who wish to contribute to the school either financially or in-kind. Contributions must support educational programs, infrastructure development, scholarships, or other initiatives that benefit the community and align with the school's mission and objectives.

4. Types of Donations

- **Cash Donations:** Direct monetary contributions for the use of the school's educational programs or infrastructure.
- **In-Kind Donations:** Non-monetary donations such as goods, services, or resources, including but not limited to educational materials, technology, and volunteer services.

5. Eligibility for Recognition

To be eligible for recognition under this policy, donations must:

- Align with the school's strategic goals and educational mission.
- Be made to the school or directly support a project approved by the school's administration.

- Be documented and confirmed through official correspondence (e.g., donation receipts, project agreements).

6. Recognition Process

Upon receipt of a donation (cash or in-kind), the school will:

- Acknowledge the donation in writing via an official **Acknowledgment of Donation Letter**.
- Issue a **Certificate of Recognition** to the donor to acknowledge their contribution and to ensure that the donation is officially recorded for B-BBEE purposes.
- Publicly recognize the donor through appropriate channels such as the school's website, newsletters, and during school events, ensuring compliance with B-BBEE guidelines.

7. Benefits of Donation for B-BBEE Compliance

- **Socio-Economic Development:** Donations contribute to the school's socio-economic development initiatives, helping companies fulfill the B-BBEE requirement for this category.
- **Enterprise Development:** Contributions that support school-based enterprises or educational startups can also qualify for B-BBEE points.
- **Transparency:** The school will provide documentation of donations to ensure transparency and facilitate the reporting of these contributions for B-BBEE verification purposes.

8. Administration of Donations

- All donations, whether cash or in-kind, must be processed through the school's finance and administration department. A donor acknowledgment record will be maintained for future reference, ensuring that all contributions are documented accurately.

9. Communication and Reporting

- The school will communicate with donors regularly to provide updates on how their contributions have been used and the impact they have had on the school community.
- A report will be provided annually to donors summarizing the outcomes of the donation and the school's progress in achieving its CSI and B-BBEE objectives.

10. Confidentiality

- All donor information and financial contributions will be handled with confidentiality in accordance with privacy laws and the school's policies.

11.

Policy

Amendments

This CSI policy may be amended as necessary to align with changes in B-BBEE legislation or the school's goals. All amendments will be communicated to stakeholders.

Annexure A: Certificate of Recognition for Donation [info will be placed on company letterhead]

This **Certificate of Recognition** acknowledges the generous contribution of [Donor Name] towards the growth and success of Uhora Online Academy (Pty) (Ltd). The contribution made by [Donor Name] has significantly helped us in fulfilling our educational objectives, empowering our students, and enhancing our learning environment.

Certificate Details:

- **Donor Name:** [Donor Name]
- **Donation Type:** [Cash/In-Kind]
- **Amount/Description of Donation:** [Amount or Description of In-Kind Donation]
- **Date of Donation:** [Date]
- **Purpose of Donation:** [Description of How the Donation was Used or Intended to Be Used]

We sincerely thank [Donor Name] for their commitment to education and their valuable support, which has helped us fulfill our vision for a brighter future.

Signed,
[School Representative Name]
[Position]
[School Name]
[Date]