



## CHARITABLE GIVING, DONATION POLICY & REQUEST FORM

*At Companion, we are dedicated to crafting baked goods that sustain the body and fuel the spirit. We pledge to openly communicate our practices, challenges, and successes, fostering a relationship built on trust with our companions and our community. We envision a future where every loaf echoes a commitment to sustainability, social responsibility, and community enrichment.*

### **We're Committed, Here's Why**

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Companion's Charitable Giving and Donation Policy is designed to direct our civic engagement through strategic philanthropic investments that build brand equity and support our business priorities.

We are committed to supporting nonprofit organizations by providing financial contributions, in-kind products and services, and volunteer support. We aim to work with organizations that are the most vulnerable, groups in need, and maintain a strong bond in those communities as priorities and needs change. Companion's Charitable Giving and Donation Policy ensures that all charitable donations, company volunteer activities, and in-kind services and products are coordinated and aligned with our social and environmental values and business goals, maximize opportunity for public visibility, foster long-term relationships, and are within our budget and resource limitations. The impact of the contribution will be taken into consideration in each case.

### **What You Need to Know to Qualify**

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The following guidelines are used in reviewing requests for charitable contributions and company volunteer initiatives.

- We focus on nonprofit organizations that are headquartered and serve communities in the St. Louis region, but our giving is not limited in geographical scope.
- 501(c)(3) nonprofit organizations and 501(c)(6) business leagues (like chambers of commerce) are considered for charitable contributions, sponsorships, volunteer support, or in-kind donations.
- All corporate charitable contributions and in-kind services align with Companion's social and environmental goals, create positive visibility, and demonstrate measurable impacts.
- Baked good donations are highly encouraged and prioritized.
- We consider requests to support social, community, civic, environmental, educational, diversity, and economic endeavors if these meet Companion's contribution guidelines.
- Companion strives to ensure that our contributions and our charitable partners comply with relevant laws. (for example, federal, state, county, and city regulations), industry codes, external standards, and this Policy.

### **Here's How It Works**

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- All requests for charitable contributions, in-kind services or support, and/or company volunteer support, or business courtesies are coordinated and administered by the Companion Donation Team.
- Companion employees are not allowed to respond to requests from (or solicit from) individuals or organizations that have not been approved by the Companion Donation Team.
- All requests for charitable donations, volunteers, in-kind services, gifts or giveaways, or business offerings must be made in writing and forwarded to the Companion Donation Team.

- Donation form is available on our website, [www.companionbaking.com](http://www.companionbaking.com).
- Contributions are coordinated with employee volunteer activities, when possible, to achieve maximum impact.
- The Companion Donation Team will track all in-kind product and contributions throughout the year when possible.
- Requests for charitable contributions must be submitted in writing, including the intended recipient, eligibility criteria, 501(C3) and/or 501(6) certificate and payment terms (if applicable) and must provide a written report outlining contribution impact.
- Companion's goal of donating at least 25,000 lbs. of finished baked goods to non-profit organizations will be monitored on an annual basis.
- We give special consideration to those requests made by our companions (both employees and customers).

## Here's What We Won't Accept on Charitable Contributions

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- Companion does not support organizations that discriminate on the basis of race, color, ethnicity, creed, religion, gender, gender identity and expression, national origin, sexual orientation with respect to employment, volunteer participation, or the provision of services.
- Contributions are made only to the qualifying nonprofit agency.
- Contributions are not made to organizations conducting fundraising (third party giving) on behalf of nonprofit agencies.
- Requests from religious organizations for sectarian purposes are not to be considered; however, a community program sponsored by a religious organization can be considered (e.g., food pantry).
- Individuals.
- Organizations whose primary purpose is to promote political views, influence legislation, or support candidates for public office.
- Organizations located in countries where US Trade Embargo is in place.
- Churches, houses of worship, religious or sectarian programs for religious purposes, or religious training programs including but not limited to seminaries, theology schools, or yeshivas.
- Fraternal organizations.
- Requests that solicit financial support for individuals, political candidates, and political campaigns, or entities that are not nonprofit organizations, are not considered.
- This policy does not prevent or in any way discourage Companion employees from making personal contributions to whatever causes or organizations they choose.
- Companion does not make contributions that provide employees any direct benefits or privileges, such as membership dues, tickets to events, raffle tickets, subscription fees, etc.
- Companion does not make contributions that discharge a legal obligation of an employee or any other person.

## Charitable Giving at Companion Must Not:

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- Be or create the appearance of a bribe, kickback, or other corrupt practice.
- Directly procure our future business or otherwise be made with the intent to obtain or retain business, secure an improper advantage, or induce anyone to act improperly

Companion employees will be informed of this Policy in the Companion Handbook.

Clients, customers, and suppliers can access the Companion Charitable Giving & Donation Policy via our website(s): [www.companionbaking.com](http://www.companionbaking.com) and [www.companionstl.com](http://www.companionstl.com).

Companion commits to this Charitable Giving and Donation Policy and will continue to improve its charitable giving outcomes at the highest-level set in our industry.

Josh Allen and Jodi Allen Gordon  
Co-Owners

## DONATION REQUEST FORM

For consideration of a charitable contribution and/or a donation, please fill out this form and return it with the appropriate requirements as stated above. Email to [Donation@companionstl.com](mailto:Donation@companionstl.com). All donations must be picked up between 7am-3pm Monday-Friday at the Companion West St. Louis Campus located at 2331 Schuetz Rd., Maryland Heights, MO 63146.

**ORGANIZATION NAME:** \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**DONATION NEEDED ON:** \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT AND/OR REQUEST:**

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