

Giving Back Policy	
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## Giving Back Policy

(External)



### Internal Policy

#### Introduction

The One ITG vision is that the Inside Travel Group of the future:

1. Will be employee owned
2. Will meet the highest standards of ethical business by becoming a B Corp
3. Will **Give Back** 5% of operating profit to organisations providing a break for families who cannot normally afford time away

By listing out our thinking around why we want to Give Back, how we will calculate the amount, and who will receive the funds, we create a clear commitment to helping people.

#### Why Give Back?

We have listed out some great reasons why

- We think business has a duty to give back to society
- We want to link our 'Give Back' with what we do as a company
- This cause resonates with us
- We want to make this commitment as a whole business, helping low income and disadvantaged families in the UK, US, Australia, and Japan
- We want to link it to Operating Profit to make a clear commitment
- This means all your work every day will be contributing to the "Give Back" fund

#### How will ITG will calculate the 5% Giving Back?

- The 5% Giving Back donation will be based on the previous year's audited account's "Operating Profit" figure. E.g. Operating Profit x 5%
- If no Operating Profit is made, then there will be no 5% Give Back

- The 5% GBP sum will be allocated to the branches, in proportion with the average number of employees in each branch, during the previous year (the year in which the Operating Profit was made)
- The GBP sum will be converted into USD, AUD, and JPY using the 31st December FX rate.
- The 5% donation will be included in the following year's Overheads.
- The payment will be made as soon as reasonably possible after the year end accounts have been finalised (signed off by the Board)

### Choosing partner organisations

We will be looking to create strong, long-term partnerships with organisations that will help us to fulfil our pledge to give back 5% of operating profit to organisations providing a break for families who cannot normally afford time away.

Securing funding to support their activities is the hardest challenge for charities. Knowing what money is coming in when can help them to plan and focus more of their energies on meeting the needs of the causes they support. We'll be aiming to provide steady, long-term support by forming a partnership with one main beneficiary in each branch country. We'll be looking to channel at least 75% of the total pot each year to these headline organisations. It will also be important to keep them updated throughout the year on our performance as this will impact on the funds we'll be able to share with them.

The selection of our main beneficiary for each branch will be led by the ST Coordinator working with the ST Rep, with the decision approved by the Branch director and signed off by the Board. Together with the beneficiary organisation, we'll be carrying out an annual review to make sure that the relationships is working well – an ideal forum for both sides to receive feedback and to celebrate the positive difference being made in people's lives.

The remaining money will be made available to support other organisations with smaller one-time or annual grants. As it is your hard work that will generate the profits which will fund our giving pledge, anyone within the branch can nominate organisations that are aligned with our goals for smaller grants, with a selection process overseen by the local ST Rep and signed off by the Branch director.

This flexibility gives us the freedom to assist multiple organisations of different shapes and sizes, provides our main beneficiaries with as much security as possible and will ensure our funds have the biggest impact possible.

All organisations that we support will need to meet the following criteria:

- Can demonstrate that they provide people and families within the branch country, with simple breaks which create precious memories, strengthen family bonds, and which develop a new sense of optimism
- Is a charity, NGO, community interest or other organisation with verifiably strong governance, up-to-date registration with the appropriate authority and that can provide transparency of management structure and can show financial stability
- Whose senior management and trustees share common values with ITG

We are looking forward to creating these new partnerships with organisations around the world and to making our contribution towards providing a break for families for whom time away is ordinarily out of reach.

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