

Process ID	CEM 28.1
Version	3
Created on	28.05.2015
Updated on	19.08.2025
Process manager	Communications Manager



Prepared/**Updated (select as appropriate)** and approved

<i>Position</i>	<i>First name, surname</i>	<i>Signature</i>
Compliance Specialist	Laura Dilberga	Signed with a secure electronic signature

Reviewed and approved by

<i>Position</i>	<i>First name, surname</i>	<i>Signature</i>
CEO SCHWENK Northern Europe, and Chairman of the Board, SCHWENK Latvija	Reinhold Schneider	Signed with a secure electronic signature
HCM, Communication and H&S Director	Linda Šedlere	Signed with a secure electronic signature

CEM 28.1 SCHWENK LATVIJA SPONSORSHIP AND DONATION PROCEDURE

1. Introduction	2
2. Purpose and scope.....	3
3. Types of support/cooperation	3
4. Supported/sponsored projects and initiatives	4
5. Application review procedure	5
6. The following are eligible for SCHWENK Latvija support	5
7. The following are not eligible for support from SCHWENK Latvija	6

Form ID:	CEM 10.1 F-3	Version:	5
Date of issue:	01.03.2016	Updated	18

Process ID	CEM 28.1
Version	3
Created on	28.05.2015
Updated on	19.08.2025
Process manager	Communications Manager

1. INTRODUCTION

SCHWENK Latvija is one of the leading manufacturers of building materials and the only cement manufacturer in Latvia. Every year, the company implements corporate social responsibility and sponsorship activities, which include financial and other support for the company's primary stakeholders in the implementation of various socially significant projects.

Social investments are planned and defined in SCHWENK Latvija's communication strategy and activity plan, which is developed annually by the Communication Department and approved by the company's board. They are based on the company's values:

1. Future generations

- Striving for zero harm to human health and safety, the environment and the climate.
- Continuously monitoring and improving processes.
- Using the best technology and equipment in the industry.

2. Two steps ahead

- Aware of and implementing social change.
- Anticipating the needs of our partners.
- Promoting innovation and growth.
- Researching and developing new products and processes.
- Supporting professional curiosity every day.

3. Stronger together

- Respecting individuality and diversity.
- Side by side with customers, communities and stakeholders.
- Promoting the growth and development of our people.
- Sharing knowledge and experience with colleagues.

Form ID:	CEM 10.1 F-3	Version:	5
Date of issue:	01.03.2016	Updated	18

Process ID	CEM 28.1
Version	3
Created on	28.05.2015
Updated on	19.08.2025
Process manager	Communications Manager

2. GOAL AND SCOPE

SCHWENK Latvija Sponsorship and donation policy applies to all donation and sponsorship projects in Latvia. The policy defines the areas to be supported, the criteria for selecting projects, and the procedure for evaluating projects and awarding support. Its aim is to ensure clear monitoring and administration of social investments within the company, in accordance with its values and communication strategy, excluding any conflicts of interest and reputational risks.

3. TYPES OF SUPPORT/COOPERATION

SCHWENK Latvija provides support to the persons referred to in point 6 of this policy in the form of donations and/or sponsorship or voluntary work.

- 3.1. Donations within the scope of this policy are considered to be financial resources or property which SCHWENK Latvija, on the basis of a mutually concluded agreement, transfers to the recipient of the donation without any obligation to perform activities of a compensatory nature. A donation with a specific purpose is a targeted donation and may only be used for the purposes specified in the agreement concluded between SCHWENK Latvija and the recipient of the donation. A donation for which no specific purpose has been specified shall be considered a general donation, and SCHWENK Latvija shall conclude an agreement with the recipient of the donation when making such a donation. SCHWENK Latvija makes donations in the following forms:
 - 3.1.1. financial donation: financial resources for the implementation of a specific project, to support a specific person, organisation or group of people ;
 - 3.1.2. material donations:
 - 3.1.2.1. company-produced materials – cement, concrete, mineral materials – donations for the implementation of a specific project ;
 - 3.1.2.2. donation of used equipment, household items, etc. for the implementation of a specific project, to a specific person, organisation or community group.
- 3.2. Sponsorship within the framework of this policy is considered to be a mutually beneficial transaction between SCHWENK Latvija and the persons referred to in point 6 of this policy, whereby SCHWENK Latvija grants financial resources or its own manufactured materials (i.e. cement, concrete, mineral materials) for the implementation of a specific project or to a person or organisation in exchange for advertising, promoting SCHWENK Latvija's brand, the advertising and promotion of goods manufactured, services provided or activities carried out, as well as raising awareness of topics of significance to the company in the public sphere (hereinafter referred to as advertising activities). In the case of sponsorship, the recipient of SCHWENK Latvija's financial resources or manufactured materials shall conclude an agreement

Form ID:	CEM 10.1 F-3	Version:	5
Date of issue:	01.03.2016	Updated:	18

Process ID	CEM 28.1
Version	3
Created on	28.05.2015
Updated on	19.08.2025
Process manager	Communications Manager

specifying the amount of financial resources to be allocated or the financial value of the materials to be allocated and, in return, a description and financial value of the advertising activities to be carried out. The financial value of the advertising activities must be equal to the amount of financial resources granted or the financial value of the materials provided.

- 3.3. Voluntary work within the framework of this policy is considered to be practical assistance provided by SCHWENK Latvija employees in the implementation of a project, the improvement or renovation of a location or object, etc.

4. PROJECTS AND INITIATIVES WE SUPPORT/SPONSOR:

- 4.1. Projects that promote the development and improvement of infrastructure, introduce various safety improvements and promote a healthy lifestyle.
- 4.2. Projects that promote the education of various social groups on health and safety issues, increase awareness of the principles of a safe and healthy lifestyle in everyday life.
- 4.3. Projects aimed at promoting cooperation between different social groups contribute to the long-term interaction between different social groups and their involvement in project implementation and the use of results.
- 4.4. Projects that promote the inclusion of different social groups in the labour market, social and economic life, education, etc.
- 4.5. Projects aimed at regional economic growth and attracting people to the region.
- 4.6. Projects that strengthen and develop civil society and responsibility in the business environment in Latvia.
- 4.7. Projects aimed at developing education to stimulate young people's interest in science.
- 4.8. Projects that promote responsibility towards the environment and people.
- 4.9. Projects that reduce the shadow economy, promote honesty and transparency, and sustainable management.
- 4.10. Projects that honour the heritage of building materials production and community history, as well as its restoration and preservation.
- 4.11. Projects that educate various social groups on the above-mentioned issues.

Process ID	CEM 28.1
Version	3
Created on	28.05.2015
Updated on	19.08.2025
Process manager	Communications Manager

5. APPLICATION REVIEW PROCESS

- 5.1. Decisions on support for a specific project, organisation or initiative are made by the SCHWENK Latvija Board based on the recommendations of the Communications Department and the communications strategy. SCHWENK Latvija's annual social investment amount is set in the company's budget and can only be increased with the approval of the SCHWENK Latvija Board.
- 5.2. All requests for support submitted to any of the company's departments in any form must be forwarded to the SCHWENK Latvija Communications Department by sending an email to antra.savlevica@schwenk.com.
- 5.3. The Communications Department reviews the proposals received and decides on their further administration and the allocation or refusal of funding and/or material value, the provision or refusal of voluntary work, based on the priorities set out in the communications strategy and the company's values.
- 5.4. Projects that are assessed by the Communications Department as suitable for further development are discussed with the SCHWENK Latvija Management Board, which decides on the granting or refusal of support and the amount to be granted.
- 5.5. The Communications Department informs the potential recipient of support about the next steps and administers the further support transfer process.
- 5.6. Before any cooperation with external parties, a donation agreement or cooperation agreement on sponsorship activities is signed, depending on the specifics of the project. The agreement provides for SCHWENK Latvija's right to check the use of the financial resources and material assets granted, its compliance with the purpose, terminate the cooperation and reclaim the allocated financial resources or material value in the event that the other party violates the terms of the agreement.

6. THE FOLLOWING ARE ELIGIBLE FOR SUPPORT FROM SCHWENK LATVIJA:

- 6.1. Non-governmental organisations.
- 6.2. Social enterprises.
- 6.3. Commercial companies or associations founded by companies, individuals or initiative groups that attract funding to achieve a socially significant goal.
- 6.4. Companies, organisations and projects whose activities do not conflict with SCHWENK Latvija's values, high standards of corporate governance, ethics and compliance.

Form ID:	CEM 10.1 F-3	Version:	5
Date of issue:	01.03.2016	Updated	18

Process ID	CEM 28.1
Version	3
Created on	28.05.2015
Updated on	19.08.2025
Process manager	Communications Manager

7. THE FOLLOWING ARE NOT ELIGIBLE FOR SCHWENK LATVIJA SUPPORT:

- 7.1. Political parties.
- 7.2. Religious organisations and activities aimed at promoting a specific religion. Exceptions may be made for the renovation and maintenance of buildings belonging to individual religious communities that are included in the Latvian cultural heritage list.
- 7.3. Activities that are contrary to the company's values - unsafe and dangerous activities, including sports with a high risk of injury, activities that harm the environment, discriminate against certain groups of society, promote aggression, or spread false information.
- 7.4. Projects in which companies from industries that are contrary to SCHWENK Latvija's values (manufacture and distribution of tobacco and alcoholic beverages, non-bank lending, gambling) participate or are involved.
- 7.5. SCHWENK Latvija reserves the right not to grant the requested support in the form of financial, material or voluntary work based on the non-compliance of the support recipient with the company's values and other subjective factors.

Additional information: Antra Savleviča, SCHWENK Latvija Communications Manager. Email: antra.savlevica@schwenk.com , telephone: (+ 371) 26422891.

Form ID:	CEM 10.1 F-3	Version:	5
Date of issue:	01.03.2016	Updated	18