



# LETŠENG DIAMONDS

## DONATION POLICY

### **Donation Policy**

The Corporate Social Responsibility and Investment sub-committee as mandated by the Board of Directors of Letšeng Diamonds (Pty) Ltd has established a set of guidelines for donations which are to have a clear ability to benefit and uplift the community of Mokhotlong and the Kingdom of Lesotho.

### ***What is funded***

- Organisations which offer their services for the benefit of and contribute to community well-being.
- Organisations which promote skills development to the benefit of the community and/or the Kingdom of Lesotho.
- Organisations which offer their services for the benefit of youth, the disadvantaged and/or the handicapped.
- Organisations which give their time and resources to addressing and educating the community on HIV/AIDS.
- Organisations which are credible, proven and registered.

### ***What is not funded***

- Any project which is the responsibility of the Government of Lesotho.
- Non-identifiable organisations.
- Non-Lesotho organisations.

### ***Area covered***

Applications from the Kingdom of Lesotho would be considered however priority would be given to the Mokhotlong district.

### ***Requirements of donation***

Completion of an application form.

Letšeng Diamonds is to benefit by means of acknowledgement of the donation received by way of publicity, where possible.

### ***Administration of funding***

The Company Secretary through the office of the Resident Director will be responsible for the day to day handling of applications.

Should an application meet the criteria and be considered beneficial, but need approval before the meeting of the sub-committee, the Company Secretary through the office of the Resident Director will be responsible to circulate the application to all sub-committee members and obtain unanimous approval for the application to be considered successful.

### ***Internal control mechanisms***

The Company secretary will be required to

- maintain complete records of sponsorships;
- ensure that any/all obligations are met by both parties; and
- an analysis of all applications against the required criteria.

### ***Payment of donations***

Donations will preferably be in the form of tangible items rather than money.

Donations will be paid on presentation of an invoice and delivery note of goods received, when the donation pertains to tangible items.

### ***Review period***

The policy shall be reviewed by the CSRI sub-committee at least every two years.