



Version 30-05'23

# DAF Helpende Handen Policy Plan

## Introduction

The Policy Plan of Stichting DAF Helpende Handen consists of an introduction, a view on the articles of association as far as ANBI rules and regulations are concerned, a summary of the activities of the foundation (hereinafter: DHH), its finance and its governance structure.

DHH's Board (hereinafter: the Board) is responsible for making sure that all required regulations related to ANBI status are met. This Policy Plan is a subject of the Board review at least once every five years.

## RSIN and KvK Numbers

RSIN: 865285640

KvK: 90348028

## Contact information

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## Mission & Vision

Doing good together as colleagues for local society feels good. Stichting DAF Helpende Handen's mission is to organize activities that enable DAF employees to help and contribute to the local community and to encourage development and prosperity in the Brainport region.

Vision:

- DHH gives back to people and projects in the local community, supporting causes that bring the most value and align with DAF goals as a good neighbor and socially responsible employer. The projects will mostly focus on (but not necessarily limited to) the Eindhoven / Brainport region.
- DHH will bring together different talents within DAF, engaging DAF professionals to donate their time, effort and knowledge on projects improving life conditions in our community.
- DHH will build our internal operations to ensure auditable processes of collecting and distributing donations that adhere to best practices and high integrity.

## Governance

DHH has no intention to hire and remunerate officers on a full-/part time basis. All members of the Board and the Supervisory Board will participate in the DHH activities as volunteers.

- The Board consists of an odd number of at least three directors. Only individuals who meet the integrity standards of DAF and its group companies may become a director of the foundation.
- The Board is responsible for carrying out DHH activities, such as fundraising, evaluating possible projects and charities for giving, organizing volunteer opportunities for DAF employees, daily operations, communication to other parties, bookkeeping and reporting.
- The Board consists of:
  - Chairman: Douwe Beckmann
  - Secretary: Bas van den Berge
  - Treasurer: Anastasia Vasilius
- The Supervisory Board oversees DHH activities and operations, reviews annual budget and financial statements, decides on DHH strategy and scope, ensures that all legal and internal requirements are met.
- The Supervisory Board consists of:
  - Chairman: Jos Habets
  - Member: Rob Appels
  - Member: Maaïke van Santvoort

- DHH may decide to create temporary working groups to work on certain projects, activities or initiatives, such as but not limited to:
  - Promotion/Communication
  - Goals setting
  - Organizing events

## Policy Plan

Activities to achieve objectives:

### **Fundraising activities:**

- DHH may only accept direct cash or in-kind contributions from DAF employees, customers, suppliers, dealers or other organizations or individuals related to DAF. This may also include matching donations from DAF or its group companies. DHH will not provide any goods or services in return for charitable contributions.
- DHH will organize events to support our cause.
- DHH will implement measures to protect donor privacy, including protection of personal information, bank account numbers and contribution amounts in line with the EU GDPR. DHH will make sure that the donor e-mail will be removed from any e-mail lists at donor's request.

### **Program activities:**

The following types of projects are allowed under the DHH policy:

- DHH can give direct or in-kind donations to charities after appropriate due diligence with respect to the other charity's legal status as well as their reputation and alignment with the DHH mission.
- Projects and organizations that DHH can participate in, may be proposed by DAF employees. DHH will establish a formal selection process based on a set of criteria and certain rules that will allow it to respond to important social needs of the local community. DHH will select projects based on potential impact, making sure that it supports concrete goals with clear benefits for the community.
- DHH will favor organizations and projects that are established to reach social goals for our local community, such as education, improved quality of life and wellbeing, caring for people in need, helping marginalized social groups and others.
- DHH will organize volunteering opportunities for DAF employees and other related individuals throughout the year.
- In addition, DHH will provide DAF employees volunteering opportunities that use their professional knowledge and skills to support local causes and charities.

DHH will not support:

- Religious and political institutions. DHH believes that any member of local community in need deserves help regardless of religious, political and personal beliefs.
- DHH will not support any projects that have controversial or unclear goals.
- DHH will not support projects that benefit 1 person or a very limited group of individuals.
- DHH will not provide a replacement for existing financing options
- DHH may not provide support that will be substantial enough only to keep another organization afloat.

Selection process:

- Any DAF employee may propose a project or organization that can be supported. DHH will provide opportunities to propose projects, such as an electronic form available on the DHH website, intranet page or e-mail. Proposals shall include enough information to explain potential benefits and how the goals of the project align with DHH mission.
- DHH will not accept any solicitations or grant requests directly from organizations that may benefit from DHH support.
- The annual planning process will include evaluation of all requests by the DHH steering committee. The annual plan will be considered and approved by the supervisory board. However, the plan will allow room for ad-hoc requests received during the year, given that such requests will be subjected to the same evaluation process.
- The process of selection will be fair and open to all involved parties. Information about submitted proposals and funds allocated to certain initiatives will be available publicly.

## Accountability

### **The use of assets**

As per applicable ANBI standards, at least 90% of the foundations assets will be spent on charitable projects. DHH is required to keep records of all its activities. These records include:

- Amounts spent on fundraising and administrative activities
- The funds received as charitable donations, including in-kind contributions.
- Amounts allocated to the causes/projects/ charitable contributions to other non-profit foundations
- Any remaining funds and assets that were not allocated to any project as of the year end

DHH will have appropriate controls in place to ensure that:

- Access to bank account is restricted to authorized individuals only and there are proper review of cash flow activities in place.
- Selection process for initiatives and projects to support is open and fair.
- Annual financial report accurately and completely represents all activities.

### **Financial Report**

At the end of the fiscal year, which runs from January 1 to December 31, the books are closed by the Treasurer. DHH will provide a regular report to the supervisory board to monitor financial well-being of charity activities for review and approval. The annual report prepared in accordance with applicable laws and regulations will be available on DHH's website for public and tax authorities.

### **Communication**

On a regular basis DHH will keep its target group informed of the activities/projects being undertaken via:

- An annual financial report including substantive information on the activities carried out in that year and how funds were spent
- Newsletters via e-mail
- DAF's internal communication channels: intranet, narrowcasting, DAF Info app and Life @ DAF magazine
- DHH website
- DHH LinkedIn showcase page

Possibilities for voluntary projects will be communicated frequently via internal channels, as well as upcoming charity activities to generate funds or goods.