



Williams & Co

**trade only**

PLUMBING & HEATING SUPPLIES

## Williams & Co Charity Policy

Dear Sir/Madam

If you are reading this, it is probably because you have asked a member of staff at Williams & Co to consider supporting a charity or other good cause, or because you have found our website with such a request in mind.

You won't be surprised to learn that we receive many such requests, and in the past, it was largely a question of luck and timing – if the request reached the ear of a senior member of the management team who was having a good day, it had a better chance of success.

More recently, we have decided on a fairer policy which involves the entire work-force in the decision making process.

Each quarter, staff members are invited to nominate charities, which are then voted on by the whole team. The two charities which receive the most votes will become the "house" charities for the following three months. The benefit to the charity is:

- The charity has promotional material and a collection box at each of our branches. It is sited next to our coffee machine, which provides fresh ground-bean coffee to our customers. The coffee is free, but we politely suggest that customers to whom business has been kind might consider making a charitable donation.
- The company makes a cash donation to the house charities every quarter.

Each branch also has a nominated local cause each quarter, which also benefits from a collection box by the coffee machine, and the branch manager has a small budget which he may use to support this local cause.

The company sponsors Portsmouth Ladies Football club, **but is not seeking any further sponsorship opportunities**. Local sports organisations seeking support should consider the 2<sup>nd</sup> option below.

### **IF YOU WOULD LIKE US TO SUPPORT YOUR CAUSE, WHICH IS A REGISTERED CHARITY WITH BROAD APPEAL...**

Persuade a member of staff to nominate your charity in the next company-wide ballot. You may supply up to 50 words of explanation and a website link, which will be circulated to all staff prior to the ballot. Charities must be registered in the UK.

### **IF YOU WOULD LIKE US TO SUPPORT YOUR CAUSE, WHICH IS NOT A REGISTERED CHARITY, AND MAY HAVE LOCAL RATHER THAN NATIONAL SUPPORT...**

Approach your local branch and ask them to consider making your cause their next branch-nominated cause. Please note that they have the following guidelines:

- We will not support political or religious groups



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- The money must support the whole community or groups, not individuals, however unfortunate their circumstances

We regret that the company is not able to support charities or other good causes except through one of these mechanisms, and the board has prohibited any other form of charitable donation, support, sponsorship or similar activity on behalf of the company without its specific written approval. It goes without saying that individual employees are free to support whatever cause they wish, but we ask them to do that outside of work.

Good luck with your fundraising, and best wishes for the success of your cause.

Yours faithfully

Ray Stafford

(Managing Director)