

Guidelines sponsorships and donations

Table of Contents		Page
1	Validity	1
2	Purpose	1
3	Definitions	1
4	Guiding principles	2
5	Requirements	2
6	Approval levels	3
7	Registration and reporting	3

1 **Validity**

The entire Saab Group.

2 **Purpose**

The purpose of this document is to ensure proper management of sponsorships and donations by providing guidelines and requirements for decision-making, approval and reporting.

3 **Definitions**

Sponsorships are arrangements whereby Saab provides financial support, products or services to a third party, in return for the right to associate its image, brand or products with an event, activity or organisation.

Donations are financial or in-kind contributions from Saab to a third party with no expectation of any form of return favour. In-kind contributions could include donations of products, volunteer work by Saab employees or the free use of Saab facilities, properties or services.

Expenses for business entertainment fall outside the definitions of sponsorships and donations and shall be managed in accordance with Gifts and Hospitality at Saab, INF-0744, or any corresponding local instruction.

4 Guiding principles

Sponsorships and donations should have as their aim to achieve any of the following objectives:

- Position the Saab brand.
- Support marketing and sales.
- Strengthen relationships and trust.
- Benefit recruitment and secure talents.
- Build employee engagement.
- Contribute to Saab's sustainability commitment.

Donations shall primarily be non-financial and involve the activation of Saab expertise or technology to promote education, innovation or social or environmental development.

5 Requirements

All sponsorships and donations shall comply with the following requirements:

- a) Sponsorships and donations must comply with Saab's Code of Conduct and with applicable laws and regulations.
- b) Sponsorships and donations must comply with any internal rules or guidelines of the receiving organisation.
- c) Sponsorships and donations must never be made conditional upon the award of any business or in any other way create the appearance of a bribe, kickback or other corrupt practice.
- d) Sponsorships and donations must never be paid in ready cash.
- e) Sponsorships and donations must not be made to political parties, officials or candidates. Eligible employees in the US can contribute to Saab Employee's Political Action Committee which operates in full compliance with US federal law.
- f) Sponsorships and donations must not be made to religious organisations, except for initiatives regarding humanitarian or disaster relief.

- g) Sponsorships and donations must be made to an organisation and not to an individual.
- h) Sponsorships and donations must be recorded in a written agreement or otherwise be supported by written documentation.
- i) Sponsorships and donations must be accurately and fairly recorded in Saab's books.
- j) Sponsorships and donations must be managed with full transparency.

6 Approval levels

Sponsorships and donations shall be approved in accordance with the following.

Value (SEK)	Group Functions (excl. GBD)	GBD	Business Area	Operational Country
0-50 000	Head of Brand Management	Head of Country Office	Head of BA Marketing & Sales, Head of BU or Campaign Director	Head of OpC Communication
>50 000-200 000		Head of GBD Office	Head of BA Communication	
>200 000	Ethics and Compliance Board			

Any referral to the Ethics and Compliance Board shall be made by the Head of Brand Management in accordance with the presentation template for approval of sponsorships and donations by the Ethics and Compliance Board.

7 Registration and reporting

Group Communication shall maintain a digital sponsorship and donation register. Anyone who approves a sponsorship or a donation is responsible to ensure that the engagement is promptly recorded in the register.

Head of Brand Management shall announce on Saab's website any sponsorship or donation in excess of SEK 1 million.

Head of Brand Management shall annually present to the Ethics and Compliance Board a list of all sponsorships and donations.