

INTERNAL

BUSINESS INTEGRITY



**“Our policies guide us
to do the right thing.”**

Mark Cutifani
Chief Executive

GROUP POLITICAL DONATIONS (INCLUDING ACTIVITIES AND CONTRIBUTIONS BY EMPLOYEES) PREVENTION OF CORRUPTION PROCEDURE

v.1

Valid from: 15/05/2019

Policy owner: Head of Ethical Business Conduct

Context

The objective of this document is to set out the standards of conduct required at every level within Anglo American, our subsidiaries, joint ventures and associates on the part of those with which we do business and those who work on our behalf, in relation to making political donations.

The Procedure:

- *Sets out Anglo American's position on making donations for political purposes.*
- *Explains the Group's position on individuals wishing to participate in the political process in a personal capacity.*

Does this apply to me?

The Group Business Integrity Policy and its accompanying Prevention of Corruption Procedures apply to all employees and contractors of Anglo American. Anglo American's supplier contracts will require suppliers of goods and services to the Company to adopt this Policy and its Procedures or equivalent standards and our Board representatives will seek to secure the adoption of comparable standards in joint ventures or associate companies.

These are Group Procedures that apply to Anglo American globally, unless any aspect of their content is not permitted by local law or regulation.

What are Group Function and Business Unit Responsibilities?

ABAS – Ethical Business Conduct Team (EBCT)

- The EBCT are responsible for maintaining and communicating the Business Integrity Policy and its accompanying Prevention of Corruption Procedures around the Group through training and awareness-raising activities.
- The EBCT are responsible for developing and sharing good-practice examples and other relevant prevention of corruption materials to Corporate Functions and Business Units where requested to do so.
- The EBCT are responsible for providing advice and guidance on whether a request for support received by a Corporate Function or Business Unit constitutes a political donation and how the request should be handled in line with the Anglo American Code of Conduct and Business Integrity Policy.

- The EBCT are also responsible for providing an opinion when requested, to any relevant Business Unit or Corporate Function on whether a public office that an employee of that Business Unit or Corporate Function plans to seek in a personal capacity represents a potential conflict of interest with their Anglo American role, and – if so – advice on how the conflict may best be addressed.
- The ECBT are responsible for monitoring the implementation and effective functioning of the Business Integrity Policy and its accompanying Prevention of Corruption Procedures.

Group Legal

- Group Legal are responsible for providing a legal opinion, where requested to do so, on whether an identified political contribution involving one or more Group personnel represents a breach of any legislation to which Anglo American Group is subject.

Business Units / Corporate Functions

- All Business Units / Corporate Functions are responsible for defining business roles and designating specific senior managers to whom any request to make a political donation using Anglo American funds, facilities or assets should immediately be reported and to whom.
- Business Unit or Corporate Function senior management are responsible for determining whether a public office that an employee of that Business Unit or Function plans to seek in a personal capacity represents a potential conflict of interest with their Anglo American role, and – if so – how that conflict must be addressed.
- Business Unit or Corporate Function senior management are responsible for giving permission or not to any employee in their Business Unit/ Function who is planning to seek public office.
- All Business Integrity Implementation Managers, in conjunction with the Business Unit Heads and, where appropriate, the EBCT are responsible for determining who requires training in their respective Business Units / Corporate Functions and to monitor completion of training.
- All Business Units / Corporate Functions must ensure compliance with local anti-corruption laws.

What are Political Donations?

Political donations or contributions refer to contributions of anything of value to support a political goal. Examples may include:

- Sponsorship of regional or national fund raising events.
- Paying employees during working hours to work at a political function or paying for campaign expenses.

This can create problems for Anglo American because:

- Political contributions made on behalf of companies are vulnerable to abuse since they may be perceived to amount to 'buying influence' and may create the appearance of impropriety.
- Political contributions made by companies are illegal in many countries.

Care must be taken in assessing requests for funding from organisations which may themselves provide funding to political parties – such as trade unions, industry associations and, in the US, Political Action Committees – to ensure that any funds provided by the Company are clearly segregated for non-political purposes.

A detailed illustrative example has been provided in [Appendix 1](#) below.

What are my Responsibilities?

Anglo American prohibits the making of donations for political purposes to any politician, political party or related organisation, official of a political party or candidate for political office in any circumstances either directly or through third parties.

Anglo American will not make political contributions, whether in cash or in kind, anywhere in the world. Approval for political contributions will not be given.

Any request to make a political donation using Anglo American funds, facilities or assets must immediately be reported in line with the Business Unit / Corporate Function's internal processes and copied to the EBCT.

It is mandatory that everyone attends and/or completes the relevant Business Integrity training and awareness on political donations.

It is everyone's responsibility to know where to go to for further guidance (e.g. guidance on the portal) and who to speak to if necessary (e.g. the EBCT). If you are in any doubt about a situation, or require a clearer interpretation of what is appropriate, legitimate or ethical business behaviour, you must discuss this with your line manager or seek advice from the EBCT.

Political participation in a personal capacity

Anglo American recognises the rights of individuals to participate in the political process in ways that are appropriate in each relevant country. However, employees must be careful to make clear to others that in so doing that:

- They do not represent Anglo American.
- Their views and actions are their own.
- Any financial contributions are given on a personal basis and are not refundable by the Company.

Anglo American supports those of its employees who wish to undertake public service. Examples of public service include standing as a political candidate, serving as a local councilor, acting as a trustee of a civil society organisation and serving as a magistrate. However, employees undertaking public service must not make

substantive use of Company property or equipment to carry out or support their personal political or public service activities.

1. Notify their line manager in advance. If they are undertaking a significant public service role they must seek further permission from the Business Unit / Corporate Function senior management. Employees must discuss with their line manager whether their official duties might affect their work and, if so, how to minimize any impacts.

If, because of the nature of the employee's role, there are potential conflicts of interest arising from their public service, the issue must be referred to senior Business Unit management or the EBCT for approval. Employees must refer to the **Group Conflicts of Interests Prevention of Corruption Procedure**.

2. Be familiar with the **Group Social and Community Investment And Enterprise Development Activities Prevention of Corruption Procedure**.

In certain circumstances, if a social investment project is closely and exclusively identified with a politician or political group, it is possible that the social investment project may be viewed as a political "donation in kind".

Spreading the Word

Training and Communication

All relevant employees and contractors must be made aware of the Group Business Integrity Policy and its accompanying Procedures in their induction.

Workshop and online training are provided to those employees, contractors and third parties whose roles expose them to the risks of bribery and corruption, including misuse of company assets. These 'relevant' employees will be defined by Business Integrity Implementation Managers in conjunction with their Heads of Department, and, where appropriate, the EBCT.

Communication and awareness materials are available to ensure that the Policy, the requirements of the Business Integrity Prevention of Corruption Procedures and supporting tools are regularly communicated throughout the organisation through communications, management engagement, EBCT briefings and training.

All Business Units / Corporate Functions are responsible for ensuring that their consultation and escalation processes in place in relation to company assets are clearly communicated to employees.

Keeping on Track

Monitoring, Reporting and Assurance

Adherence to the Business Integrity Policy and implementation and evolution of its associated programme is subject to regular reporting and monitoring, and annual assurance to enable the determination any development or adaptation of Policy, Procedures, controls and training that may be required.

Consequence of Breach

Employees, contractors and suppliers must report any breaches, or potential breaches of the Business Integrity Policy and this Procedure. Violations of this Procedure will lead to disciplinary action in accordance with the Group disciplinary procedures. Disciplinary actions may involve sanctions up to and including summary dismissal.

We are committed to reporting all instances of corruption and other forms of dishonesty to the relevant authorities and to facilitating criminal action against the individual(s) concerned and we will seek redress for any losses arising from such actions.

YourVoice

The YourVoice facility provides a confidential and secure means for our employees, contractors, suppliers, business partners and other external stakeholders to report and raise concerns about conduct which is contrary to our values and standards, as described in our Code of Conduct, the Business Integrity Policy and the accompanying Business Integrity Prevention of Corruption Procedures.

YourVoice provides telephone and website intake channels operated by independent companies in the regions that Anglo American operates. The facility is available 24 hours a day, seven days a week and includes translation services. A link to the YourVoice facility is provided on Eureka!. YourVoice can also be contacted via www.yourvoice.angloamerican.com.

At Anglo American we do not tolerate any form of retaliation against employees raising concerns in good faith. Allegations of retaliation against or harassment or intimidation of an employee by others as a result of a call to YourVoice will be investigated and appropriate action taken, including disciplinary action up to and including dismissal of the employee(s) responsible for reprisals.

Further Information

Internal References

This Procedure must be read in conjunction with the following other resources:

- Group Business Integrity Policy
- Group Government and International Relations Policy
- All relevant Business Integrity Prevention of Corruption Procedures
- Group Whistleblowing Policy

Appendix

1. Illustrative example of political donations.

If you need any further information, contact the Ethical Business Conduct Team via EBCT@angloamerican.com.

Appendix 1: Illustrative example of political donations

Illustrative example 1

In your spare time you are an active member of a political party which is fielding a number of candidates in forthcoming local elections. You have been asked if you will assist on polling day by transporting voters to polling stations. You have agreed with your line manager that you can take a day's Annual Leave. You propose to use your unbranded Company car to transport voters.

The following issues must be considered:

- Is the company car an Anglo American branded vehicle?
- Is there any way whatsoever in which the use of your company car could be perceived by an independent observer as a gesture of support by Anglo American for the political party in question or as a political donation?

If the answers to the above questions are no, then the use of your Company car for this purpose is acceptable, since it forms part of an employee's remuneration package. However, Company 'pool' vehicles – even if unbranded – must not be used for political activities. Use of 'pool' vehicles may create the perception that Anglo American is supporting political activities through general use of Company assets.

Document Control

Procedure approval:

Name/job title of Policy owner:	Group Director - Finance
Approval date by Policy owner:	19/11/2018

Document Control

Frequency of procedure review after date of issue:	Every 2 years
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If this procedure has one or more approved waivers in place:

No.	N/A
Waiver applies to	N/A
Waiver in place from	N/A

Expiration of waiver	N/A
Date waiver approved	N/A

The following changes have been made since this document was previously issued:

Old procedure name, date, and version number:	Group Political Donations (Including Activities and Contributions By Employees) Prevention Of Corruption Procedures (Nov 2018)
Main changes made:	<ul style="list-style-type: none"> Replaced Speak Up with YourVoice as the name of the Whistleblowing service and update associated content.

[Suggested changes to the Procedure:](#)

Any suggested changes or amendments to this Procedure document should be submitted to the Policy owner along with the reasons for suggesting them. Updates to this Procedure will, from time to time, be tabled for approval at the Policy Governance Committee.

All suggestions will be acknowledged and if rejected, the reasons given for their rejection.

Accepted changes will be administered through the policy governance system.