

# Guideline Corporate Citizenship

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Berlin Hyp contributes to the development of society in a variety of ways – for example through our products and services, procurement activities and the wages, salaries, taxes and social security contributions we pay. Our corporate citizenship activities are designed to strengthen our contribution to society even further. Our engagement with the community and our charitable activities are in fact an original component of our business activities and help make our customers, neighbours and potential new employees aware of the role Berlin Hyp plays as a responsible member of society.

Our various charitable activities enable us to get to know many people from outside our company, and they also attract attention among the public. These activities can also sometimes be associated with dramatic events or human tragedies. The resources made available by Berlin Hyp in this regard are limited, however, which means they need to be used carefully and in a manner that will produce positive results.

Berlin Hyp's charitable and corporate citizenship activities focus on supporting socially disadvantaged children and young people, as well as support for sports and athletic activities. With this, we seek to make a contribution to ensuring that socially disadvantaged children and young people can grow up in an environment that provides them with the

physical and material security they need to realise their full potential. We also want to encourage our employees to be active in sports and to achieve an improved body image and health awareness.

Guided by the principle of establishing long-term relationships based on trust with the institutions we support, we focus our activities on the following two organisations:

- Kinderhaus Berlin-Mark Brandenburg e.V.
- Betriebssportgemeinschaft (company sports club)

As part of its corporate citizenship, Berlin Hyp only makes donations to organisations recognised by the respective tax office as non-profit organisations whose objectives and working methods are in line with Berlin Hyp's Code of Conduct.

Berlin Hyp does not donate to politicians, political parties or party-affiliated institutions. It also does not donate to churches and ecclesiastical institutions unless they perform their charitable activities without regard to the religious convictions of the recipients and without indoctrinating them.

Berlin Hyp regularly reports on the following within the framework of its sustainability reporting system:

- the number, types and scope of projects and programmes, their objectives and the project partners involved
- donation amounts
- the number of employee working days used for participation in corporate citizenship projects
- utility/benefits of the projects
- donations made by employees themselves within the framework of Berlin Hyp donation and fund-raising campaigns

The handling of donations is regulated separately within the bank and takes into account the legal requirements, among others with regard to compliance.