



**Cognni Limited**  
**POL109 – Charitable Policy**

# Cognni charitable contributions policy

**Purpose** The purpose of this payments policy (hereinafter referred to as the “Policy”), is to set out how Cognni Limited (hereinafter called the “Company”) will support its charitable objectives.

There two elements to this policy:

- Provision of **scholarships** to underprivileged students to study a Computer Sciences degree at Leeds Beckett University (LBU).
- Ad hoc payments to selected charities, determined by the members of an employee body known as **Cognni.org**

It is the intention of the Company to allocate **10%** of its net profits annually to the Bonus Pool in accordance with the terms of this Policy.

**Effective date** The Policy shall be effective as of 1<sup>st</sup> July 2021.

**Scholarships** *Explain T&Cs to qualify for receiving the scholarship. Duration, amount of payment, eligibility criteria,*

**Cognni.org** There are three equal members of the Cognni.org Panel. The panel is required to meet each quarter to:

- Review payments made since the last meeting
- Choose recipient and amounts of any payments in the next quarter

**Membership of Cognni.org** Panel members are appointed by the drawing of lots organised in any manner that the directors of the Company see fit to determine. Appointments run for two years.

All permanent employees of the Company contracted for at least fifteen hours per week are eligible for selection as a Cognni.org Panel member.

If a member of the Panel ceases to be employed by the Company for any reason they will leave the Panel and a selection process will be held to choose a replacement before the next meeting. Participation should be viewed as mandatory, carrying out an important role in support of the Company’s charitable objectives.

**Cognni.org meetings** It is anticipated that any Panel meeting should last no more than one hour. Meetings will only be held during office hours and attendance can be by remote means if required. All decisions require a simple majority to proceed.

**Distribution Pool** Each year the Company intends to contribute 10% percent of its net profits to the Distribution Pool created by this Policy. For this purpose, “net profits” shall be determined at the sole discretion of the Company.

**Allocation and payment of Distribution Pool** All charitable contributions by the Company from the Distribution Pool shall be allocated first in support of the payment of ongoing scholarships. To the extent that there is any surplus available, that can be distributed to organisations determined by the Panel. The availability of any surplus will be agreed at each Directors Board meeting and communicated directly to the Panel in advance of their quarterly meeting. Payments will be made by BACS only to entities appearing on [the Charity Commission Register of Charities](#).

**Nomination and selection of causes** Any Company employee can nominate a cause. Explain how and when this should be done.

Criteria for selection are:

- Registered charity or community amateur sports club (CASC)
- Based, or with significant activities, in the Yorkshire region

The Panel can choose to continue supporting the existing cause or select a new one at the next quarterly meeting.

**Monitoring and performance review** *Cognni is committed to a process of continually improving its social performance, so far as is reasonably practicable. It recognises the importance of regular reviews as an essential component in measuring and validating the organisations compliance with legal requirements and its organisational objectives.*

*To secure these objectives:*

- *The Heads of Finance and Corporate Responsibility will provide the Board with an environmental update annually which will include reviewing this policy and setting new environmental targets.*
- *The Head of Finance will submit a quarterly overview on environmental performance to the Board.*
- *Results of our monitoring will be shared with staff on a quarterly basis. All Cognni employees are encouraged to contribute any ideas to improve our Environmental monitoring and performance.*

**Amendment or termination** The Company reserves the right to amend or terminate this Policy at any time.