

Community Service Policy

Effective Date: January 2024
Review Cycle: Annually (next review due: January 2025)
Policy Owner: Director of Marketing
Approved By: Chief Operating Officer (COO)

Scope

This policy applies to Diamond Packaging's community service initiatives and employees who volunteer their time participating in charitable events on behalf of Diamond.

Community Service

Diamond's employee-led Community Service Team has a target to initiate at least six (6) company sponsored community service drives throughout the year. These include:

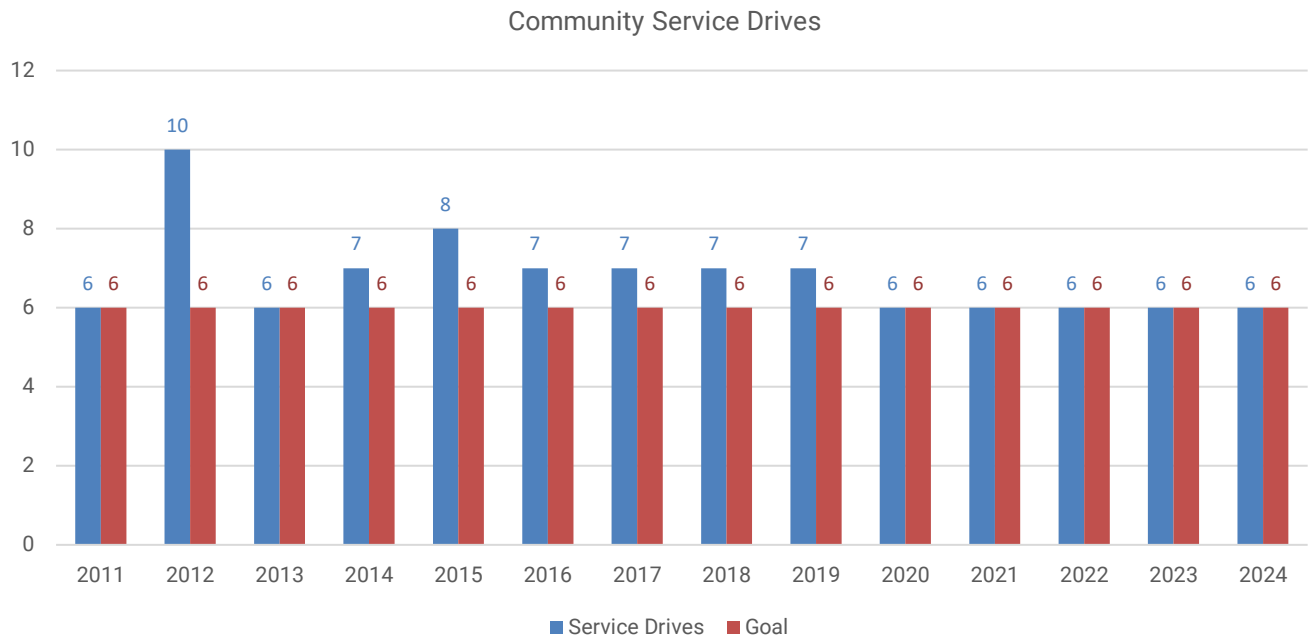
- E-Waste Recycling Event
- Earth Day (in partnership w/ Seneca Park Zoo)
- Birds, Bees & Brews (in partnership w/ Seneca Park Zoo)
- Foodlink food drives
- Goodwill Clothing Drive
- J.P. Morgan Corporate Challenge
- Open Door Mission food drives
- YWCA Adopt-A-Family

The team builds awareness and increases participation through internal communications, signage, and announcements during company's quarterly meetings. With their help Diamond hopes to build an even stronger bond between the company and our community.

Key Performance Indicators (KPIs)

To monitor progress on implementation measures, Diamond tracks the following KPI:

Community Service Drives



Governance Structure

The implementation and oversight of this Community Service Policy is governed through the following structure:

Marketing Director / Sustainability Lead

- Overall accountability for community service drives and initiatives
- Reports on community service events to executive leadership
- Recommends and approves partnerships and events
- Leads new giving initiatives
- Reports sustainability metrics to executive leadership and Green Team quarterly
- Authors annual Sustainability Report for customers and external stakeholders, including CDP, EcoVadis, UN Global Compact

Human Resources Manager

- Recommends and approves community service drives and initiatives
- Reports KPI progress to executive leadership

Cross-Functional Sustainability Committee (Diamond’s Green Team)

- Reviews progress against targets annually
- Recommends policy updates and new initiatives
- Ensures alignment with Diamond’s Sustainability Report

Policy Review and Continuous Improvement

Annual Review Process

- This policy will be formally reviewed annually in Q1 of each calendar year
- Review will assess progress against quantitative target
- Updates will be incorporated based on:
 - Feedback from prior community service events
 - New corporate partnerships and community needs

Trigger-Based Reviews

- Policy may be reviewed outside the annual cycle when:
 - A new corporate partnership or annual event is established
 - There is a community request for aid that Diamond can assist with

Documentation and Communication

- All policy updates will be documented with a date or version control
- Public-facing updates will be reflected in the annual Sustainability Report

Performance Monitoring

- Annually: Evaluating number of community service drives
- Annually: Reporting findings to executive leadership and incorporate into continuous improvement initiatives

External Verification

- Participate in industry benchmarking to identify improvement opportunities
- Maintain transparency through public reporting of key metric