



**POLICY FOR SUPPORTING
PROPOSALS/REQUESTS
FROM THIRD PARTIES**

General

This Policy has been developed to define, as clearly and comprehensively as possible, the framework under which the Cyprus Network for Corporate Sustainability and Responsibility (hereinafter “CSR Cyprus”) will assess and handle proposals or requests submitted by third parties seeking support for actions, programmes, or initiatives.

The Policy was drafted, amended, and finalized by the Board of Directors of CSR Cyprus (2021-2023 term), and subsequently updated by the Board of Directors of 2023-2025. It may be revised or further refined by any future Board whenever deemed appropriate.

The Articles of Association of CSR Cyprus, last amended on 13 July 2022, were taken into consideration during the drafting of this policy.

Purpose and Strategic Objectives of CSR Cyprus

CSR Cyprus aims to create and deliver sustained value for its stakeholders, by:

- Raising awareness through the provision of information and education
- Developing and transferring knowledge and expertise
- Participating in national, European and international public dialogue
- Promoting partnerships
- Networking
- Empowering the necessity for change

These may be fulfilled through a range of actions and initiatives, detailed in the Association's MAoA (Article 3.2 Objectives).

The strategic objectives of CSR Cyprus, defined during a strategic workshop in October 2020, include: (1) Financial Viability, (2) Network's Growth, (3) Increase SDG's Awareness and Adaptation, (4) CSR Cyprus Awareness, (5) Knowledge Creation.

Evaluation of Proposals

All proposals or requests submitted to CSR Cyprus for collaboration and/or support will be evaluated by the Board of Directors. Each request will be examined individually, taking into account the following criteria:

- The identity and status of the applicant (see Section below)
- Whether the proposal —its purpose, nature, theme, and method of implementation—aligns with the purpose and strategic objectives of CSR Cyprus
- The type of action for which support is requested, such as:
 - Informational event
 - Presentation
 - Seminar
 - Webinar
 - Educational programme
 - Conference
 - Assembly
 - Reception
 - Campaign, etc.
- The type of support requested (see Section below)
- The reasons for requesting support
- Availability of human and financial resources within CSR Cyprus
- Any potential financial benefit for CSR Cyprus
- Any potential financial burden on CSR Cyprus

- The target audience and the level of their involvement (active participation, passive attendance, etc.)
- Any participation fees, certification costs, or related expenses for the audience
- The duration (e.g., one-off, annual) and reach of the action (local, national, international)
- The method, venue, and exact date of implementation (in-person or online)
- The existence and status of any other supporters or sponsors
- The method and extent of promotion (communication channels, social media, press releases, etc.)
- The sustainability profile of the action (e.g., environmental responsibility, promotion of sustainable development, involvement of local communities)
- The overall quality and organisational level of the proposed action
- Any additional factors determined by the Board that relate to evaluating the action's success and ensuring equal treatment of all interested parties

The Board of Directors will not consider actions that advertise or promote specific products or services, unless such actions can demonstrably serve the purpose and functioning of CSR Cyprus, subject to Board approval.

The Board will not consider requests for financial support or sponsorship for fundraising activities —charitable or otherwise— as these contradict the purpose and functioning of CSR Cyprus, unless alternative forms of collaboration are possible. Such requests will not be forwarded to CSR Cyprus Members.

The Board will not consider requests for support related to elections or of political-party origin. These will also not be forwarded to CSR Cyprus Members.

Only written proposals/requests will be considered, submitted either via email to the official CSR Cyprus account (info@carcyprus.org.cy), via regular mail to its registered office (4 Employers & Industrialists Federation Street, 2000 Strovolos), to its P.O. Box (21657, 1511 Nicosia), or via fax (+357 22669459).

The Board of Directors may request further clarifications or additional information from the applicant at any stage of the evaluation process.

A Board decision to support or not support a proposal/request will be considered unanimous if taken by at least five Board Members (in accordance with Article 7.5 of the Articles of Association) and will be communicated in writing to the applicant.

Identity/Status of the Applicant

The Board of Directors may, without being bound by previous decisions, examine proposals or requests for support submitted by:

- Member companies
- Other legal entities, collective bodies, or private-law organisations, companies
- Public bodies/government services/departments
- Non-governmental organisations, associations, or societies
- Informal groups or groups of individuals
- Individual persons

The Board of Directors will not consider proposals submitted by businesses/ organisations that have been convicted of corruption, fraud, money laundering, or other criminal activity; that use child labour or engage in human trafficking; that have failed to meet tax or social insurance obligations; that are bankrupt; or that have committed serious professional misconduct calling their integrity into question.

Types of Support

Support from CSR Cyprus may take the following forms:

- Co-organisation
 - ❖ Active involvement in developing the content and organisational processes of the action
 - ❖ Contribution to programme and agenda development
 - ❖ Dissemination of promotional material through CSR Cyprus communication channels (website, social media, press releases), provided all wording is approved by the Board of Directors
 - ❖ Address, speech, or presentation by a Board Member
 - ❖ Participation of a Board Member in a panel discussion
 - ❖ Inclusion of the CSR Cyprus logo in all promotional/communication material, following specific guidelines
- Under the Auspices of CSR Cyprus
- Participation/attendance
- Promotion/sharing of the action through CSR Cyprus communication channels to Member Companies and the wider network

Support will be provided in the manner, means, and duration determined by the Board of Directors. During the same period, CSR Cyprus will not support actions of similar theme or nature organised by other entities. In such cases, priority will be given to proposals submitted by Member Companies.

The degree, frequency, and duration of support (e.g., number of informational emails) will be agreed in advance with the applicant, ensuring clarity of deliverables and equal treatment.

Potential Revenue

Any revenue arising from an action will be agreed upon prior to implementation and announced through CSR Cyprus communication channels. Revenue may be used exclusively for CSR Cyprus purposes (as per Article 18.3 of the Articles of Association), allocated to another action or purpose, or invested at the discretion of the Board of Directors in line with any approved investment policy (as per Article 18.7).

Timeline for Reviewing Requests

Proposals/requests will be reviewed by the Board of Directors at its next scheduled meeting. Once a decision is made, it will be communicated in writing to the applicant within a reasonable timeframe.

Following approval of the type or method of support, the Board of Directors may authorise the Network's personnel to respond on its behalf and carry out all necessary next steps.

Other Conditions

Upon announcing support, the method of displaying the CSR Cyprus visual identity will be agreed in advance with the collaborating party or parties. The CSR Cyprus logo must always be used in any promotional or communication material, with clear reference to the type of support provided, ensuring mutual understanding of expectations and deliverables.

Promotion of the action must not include imagery of wealth, easy profit, racist or sexist content, or any material that offends morals, political or religious beliefs, or promotes discrimination based on gender, race, or age.

After the completion of each action, the Board of Directors may request feedback for evaluation and communication purposes.

Annex 1 – Actions for Achieving the Purpose

According to the Articles of Association, CSR Cyprus may, among other things:

- 3.1 Develop actions to highlight and exploit experiences and good practices of businesses.
- 3.6 Coordinate joint actions between its members and other interested parties.
- 3.7 Organize educational, informative, and other events.
- 3.8 Promote and publicize in a variety of ways the action of businesses in the field of Corporate Sustainability and Responsibility.
- 3.9 Participate as a member and cooperate with various bodies or bodies related to interests at national, European, and international levels.
- 3.11 Promote modern concepts of Corporate Sustainability and Responsibility & Governance as well as ethics in business decisions, both in the private and public sectors, voluntary organizations, and academia.
- 3.12 Collect and provide information to the Members related to its purposes and to disseminate information concerning the type of management based on both values and principles, as well as the ethics of leadership.
- 3.13 Spread and upgrade practices, expertise, specialized research, education, and ideas at large related to sustainable development, corporate social responsibility, and business ethics.
- 3.15 Cooperate with scientific or intellectual organizations or organizations; with other societies; associations; federations; confederations and in general with an body -governmental or non-governmental, Cypriot or non-Cypriot, foreign or international, that is dedicated to the dissemination of business ethics in private industry, the public sector, voluntary organizations, and academia. 5
- 3.18 Maintain contact and cooperate with other scientific organizations and institutions of a local, national, or international character, as well as with research and development organizations of the public and wider public sector.
- 3.20 General promotion of Corporate Sustainability and Responsibility, ethical governance and sustainable development.