



## Corporate Social Responsibility Policy

The JMB is committed to executing its business in a socially conscious manner maintaining ethical corporate governance practices which embrace its core values: Accountability; Respect; Integrity; Service-oriented and Excellence, in the delivery of service to our stakeholders (employees, clients and community) while seeking to maximize the profit for our shareholders.

Our Corporate Social Responsibility policy is intended to provide a framework for:

- a. Conducting business in a socially responsible and ethical manner
- b. Creating and maintaining a learning and motivational work environment
- c. Fostering positive and healthy relationships within our community
- d. Conducting our business in a manner which enhances profit maximization while achieving our mandate

In alignment with the above, JMB will ensure that all matters of Corporate Social Responsibility are considered and supported in our operations and administrative functions and are consistent with our stakeholders' and shareholders best interest.

### Compliance

The JMB will:

- Comply with all relevant acts, regulations, cabinet decisions and Ministry guidelines that governs it operations and not specifically mentioned in this policy.
- Honour all its internal policies and procedures
- Ensure that all business operations are legitimate, open and transparent

- Ensure that it maintains a work environment which complies with best practices in relation to the safety of its stakeholders

### **Health, Safety & Environment**

The JMB commits to providing a safe and healthy work environment and will not compromise the health and safety of any individual. In keeping with the foregoing, the JMB will seek to provide access to members of the disabled community doing business with the Bank. As part of its thrust to promote a safe and healthy work space, the JMB will from time to time conduct wellness programmes which may include Annual Health related activities for its employees and exposure to presentations related to all aspects of wellness. Additionally, the Bank will seek to provide appropriate safety gear for its employees when visiting work sites.

Our company recognizes the importance of maintaining the environment and has developed a Green Initiative Policy, focused on increasing awareness of the importance and use of green technology, by providing an incentive to our borrowers who utilize the green technology in their developments.

In keeping with the thrust, the Bank has committed, where funding allows, to maintaining the greening of its environment by financing the maintenance of the green space (median) within its immediate environs.

### **Community Involvement**

The JMB actively supports initiatives in the community in which we operate, and encourages the participation of our employees in giving back in areas such as, but not limited to:

- Labour Day Activities
- Care Barrel for Less Fortunate
- Coin Drive
- Donation to charitable and community related associations

The company will seek to initiate a Tertiary Level Scholarship to be awarded annually, provided funding is available, preferably in a learning discipline consistent with the Bank's business operations. .

In keeping with our initiative to foster positive relationships within our community we will seek to provide opportunities for summer and temporary employment to young persons attending secondary and tertiary institutions.

### **Stakeholder Relations**

As a major player in the housing and construction financing industry, the JMB will seek to establish membership in industry related organization. Currently the JMB has membership in a number of organizations committed to the promotion of best practices in the industry. The JMB is a member of and actively participates in:

- Jamaica Developers Association (JDA)
- Caribbean Association of Housing Financing (CASHFI)
- International Union of Housing Financiers (IUHF)
- Other Institutions within and closely related to the Bank's business operations

The JMB also supports the activities of the Incorporate Masterbuilders Association of Jamaica (IMAJ) by participating in their workshops and annual conference.

### **Employee Focus**

It is argued that a Company's success depends in large measure on the skill and dedication of its employees and JMB in recognizing the importance of its team members aims to maintain a learning and motivated workforce by providing:

- Ongoing training programmes
- Personal development sessions
- Social and team building activities

## **Charitable Donations**

The JMB will at **all** times ensure that requests for donations are disbursed to organizations/ groups or events which are in no way inimical to the Bank or its operations. Preference will at all times be given to organizations/groups which in many respects represent the Bank's sphere of operations. **The JMB will at no time make donations to individuals, except where the individual is being awarded a scholarship.**

In disbursing funds for charitable purposes the JMB should seek to ensure that the Bank receives favourable recognition/promotion.

Where possible, donations to Approved Charitable Organizations/Allowable Donations should be given priority due to the **tax benefits which may be derived from these.**

## **Procedure**

The JMB will make available an agreed amount from the Bank's total annual operating budget for the purpose of charity/donations each financial year. Efforts should be made to spread the disbursement of these funds evenly throughout the year.

The disbursements will be based on the procedure outlined below:

All organizations/groups seeking donations will make a request in writing preferably one month in advance stating;

- I) The name and the address of the organization/group making the request
  - II) The name and title of the contact person
  - III) The purpose/reason for the request
  - IV) The amount of money requested
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- a) Amounts up to a maximum of \$300,000.00 may be disbursed with the approval of the General Manager, with the Manager of Finance certifying that such funds are available for the purpose

- b) Amounts greater than \$300,000.00 will be disbursed with the approval of the Board Chairman upon recommendation of the General Manager, with the Manager of Finance certifying that such funds are available for the purpose
- c) Donations to any particular organization/group should not exceed \$100,000.00 in any one financial year.