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## CHARITY PRODUCT DONATION REQUEST POLICY

As a member of Alliance Boots, and one of Europe's biggest health and beauty contract manufacturers, helping people to look and feel their best is at the heart of what we do, and has been for many years.

Corporate Social Responsibility is integral to who we are, and is embedded into every aspect of our business. Everyday, millions of people rely on the products we develop to support them in looking and feeling their best, and the work we do in the community naturally complements this.

BCM Ltd is keen to support the local voluntary sector in Nottinghamshire by donating surplus stock that is in date and good condition.

### GENERAL CONDITIONS:

- 1. It is NOT our policy to make charity product donations to the following:**  
*Individuals, political or campaigning groups, animal or related charities, independent schools, private or fee paying hospitals, profit-making organisations, branches of national charities – unless it's part of a local appeal for a local objective, community or tenants associations, expeditions, private fund-raising groups, the arts or sports clubs.*
- 2. Donated products must only be used for charitable purposes:**  
*Stock may be used to enable charities to fundraise at events via raffles, tombolas or auctions. In some cases BCM Ltd will donate toiletry items to charities working with homeless or individuals with life-limiting and life-threatening conditions – this stock must be donated directly to these individuals.*
- 3. Donated products must not be resold or used inappropriately:**  
*Under no circumstances should stock be resold at any event or via online websites – including car boots, jumble sales, table-top sales, coffee mornings, market traders, eBay, Facebook etc. Donated stock must not be given to charity employees or volunteers for personal use.*
- 4. Proper care must be taken when collecting, storing and distributing products:**  
*Measures must be taken to ensure that all donated products are securely stored and supervised. Any containers that are the property of BCM Ltd, Boots or Alliance Boots must be returned within one month of collection.*
- 5. Requests must be received from a legitimate charity representative:**  
*All applications must be made via an individual who is authorised to make such requests on behalf of the charity stated.*

**PLEASE NOTE:** Product donations are subject to appropriate stock being available and supplies cannot be guaranteed. As part of our audit processes, we reserve the right to contact individuals or charities to confirm the usage of our products. Failure to adhere to the above may lead to the withdrawal of the product donation request for the charity. Any allegations of misuse will be investigated by our Fraud and Loss Prevention teams.

**MAKING A REQUEST:** To make a request please complete the 'CHARITY PRODUCT DONATION REQUEST FORM'.

**CHARITY PRODUCT DONATION REQUEST FORM (EXTERNAL)**

Please complete and return this form in one of the following ways. All requests will be reviewed within five days of receipt.

**Email:** [csr.request@bcm-ltd.co.uk](mailto:csr.request@bcm-ltd.co.uk)

**Post:** Communications team, BCM Ltd, D10 building, 2<sup>nd</sup> floor, Thane road, Nottingham, NG90 2PR

**NAME OF REQUESTOR:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**NAME OF CHARITY:** \_\_\_\_\_

**REGISTERED CHARITY  
NUMBER:** \_\_\_\_\_

**DATE LAST ACCOUNTS  
WERE FILED:** \_\_\_\_\_

**REASON FOR PRODUCT DONATION REQUEST:** *(Please include as much information as possible - including how your request links to our CSR objectives, how the donation will benefit your charity, type of product required, how you will use the products, dates and quantity required).*

**DECLARATION:** I have read the conditions stated in the Charity Product Donation Request Policy and agree to abide by them:

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| <b>NAME:</b>      |  | <b>JOB TITLE:</b>      |  |
| <b>SIGNATURE:</b> |  | <b>DATE SUBMITTED:</b> |  |

**BCM LTD USE ONLY:**

|                          |  |                  |  |
|--------------------------|--|------------------|--|
| <b>APPROVED:</b>         |  | <b>REJECTED:</b> |  |
| <b>DECISION MADE BY:</b> |  | <b>DATE:</b>     |  |