

Big Bus Tours is committed to providing positive social and economic impact in the communities we serve by connecting people and places. We strive to be a sign of hope and opportunity in our neighbourhoods, and to offer tours that create lasting memories.

Ultimately, we believe that Big Bus Tours has a role to play in helping shape cities into better areas to work and live by investing back into the places that we serve. Our responsibility is more than just offering breathtaking view along our routes but uniting the communities along them as well.

## Guidelines

In addition to adhering to all local laws relevant to the location where the donation is requested, the following guidelines apply when requesting or receiving donations from Big Bus Tours Ltd.:

1. Donations can only be offered in the following forms:
  - Free or discounted bus tickets; or
  - Monetary donation, i.e., contributing money to a fund; or
  - Labour donations, i.e., volunteer work.
2. Donations will only be given to verified charities, non-for-profit organizations, and community groups. Individuals may qualify for discounted tickets. College fundraising for charities that are not formally supported by Big Bus Tours' Charitable Donations, falls outside the scope of this policy.
3. Donations will only be given to organizations and community groups that support one of our priority focus areas:
  - Children and education.
  - The environment and sustainable development.
  - Social progress and human rights.
  - Arts, culture, and heritage; or
  - Direct community action.
4. To qualify for donations, the organisation or community group requesting donations must:
  - Be located within 100 miles of the nearest city that Big Bus Tours operates in; and
  - If applicable to your country, be located within the same state as the nearest city that BBT operates in.Please note, preference will be given to organisations that reside in the cities we operate in.
5. Donation amounts will be capped depending on the capacity of the relevant city. Big Bus Tours may offer a donation different than your requested amount due to this limitation.
6. No donations will be made if they are against Big Bus Tours' policies regarding anti-bribery and corruption, modern slavery, or social responsibility.

## **Procedure**

If you would like to request charitable support from Big Bus Tours, you must comply with the following procedure:

1. Complete and submit the charitable donations request form and include as much information as possible. This form can be found on our website.
2. While your request is pending, we may contact you to request further information.
3. Once all information is processed, you will be contacted by someone within 4 weeks to inform you whether your request has been successful or not.
4. If your request has been successful, Big Bus Tours will make arrangements with your organization and issue the donation. Issuing a donation can take 1-3 weeks.

Be aware that this process can take up to 2 months from start to finish. Please allow yourself the correct amount of time to apply. If we do not have enough time to review and issue donations within the timeframe your organization specified, your application will not be considered.