

Alcoa World Alumina Australia is the global leader in alumina production and Australia's sixth largest resources sector exporter. Alcoa is an integrated business comprised of bauxite mining, alumina refining, aluminium smelting, rolling and canned sheet products, with operations in Victoria, Western Australia and New South Wales.

Portland Aluminium guidelines for partnerships Partnering stronger communities

Under our banner of 'Partnering Stronger Communities', Portland Aluminium forms partnerships with community organisations to strengthen the communities in which we work.

Partnering Stronger Communities themes include the fields of Safe and Healthy Children and Families, Future Leaders of Industry, Arts for Life, Conservation and Sustainability, Volunteers for Life and Sustainable Communities.

These guidelines are designed to help direct community organisations seeking support from Portland Aluminium and help the plant in the very difficult task of allocating our limited partnership funds.

Safe and Healthy Children and Families

The Safe and Healthy Children and Families field focuses on programs, activities and events that increase people's ability to be safer, healthier and more active members of the community.

Safety; Health and Wellbeing Partnerships

Health and safety, along with the environment, is Portland Aluminium's highest internal value and, therefore, the plant seeks to support health and safety initiatives in the community. Generally, the plant supports programs/events/activities that directly improve the safety, health and wellbeing of the community.

Community Sporting Partnerships

Sporting partnerships will generally only be considered when there are links to:

- Junior development programs and activities
- Diversity (eg. encouraging sport for disabled)
- Safety (eg. first aid kits, first aid training, life vests and other safety equipment that is not required to play the sport)
- Charity (eg. charity golf day)

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In addition:

- Projects that have links with employees will generally be viewed more highly than projects that have no employee links
- Funding for associations that service a number of clubs will generally be viewed more highly than funding requests from a single club

Portland Aluminium won't provide funding for:

- Equipment that is needed to play the game (eg. cricket pads, hockey shin pads)
- Individuals (except Portland Aluminium employees for state or national representation)
- Professional sport
- Commercial activities
- Travel or accommodation expenses
- Activities generally considered dangerous

Arts for Life

Arts for Life contributes to Portland Aluminium's commitment to support rich and diverse workforces and communities. This partnership field aims to encourage young people to engage in arts and music by supporting exhibitions, performances, workshops and training opportunities.

Arts and music partnerships are generally only considered when there is a junior development, education or diversity aspect to the proposal, or when the event is likely to increase members and therefore the sustainability of the organisation. Requests for funds for senior cultural activities are generally not successful.

Future Leaders of Industry

This field will ensure young people in regional communities get the development opportunities they need to become future leaders. By doing this, communities will be strengthened and businesses such as Portland Aluminium will be able to employ skilled young people who are ready to add value.

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Portland and district schools are supported by Portland Aluminium through the Strategic Education Partnership, run in conjunction with the Portland and District Principals Association. The initiative sees each of the district's primary schools and secondary colleges supported over a three-year period with funding and in-kind support. Projects under the sponsorship initiative provide opportunities for student development and learning, and skills for the future outside the normal curriculum.

In addition, Portland Aluminium welcomes applications from schools to support programs/events/activities that directly support education and the Future Leaders of Industry philosophy. In general, Portland Aluminium is more likely to support programs and activities that will assist a number of schools, rather than programs and activities that support only one school. This should not discourage individual schools from applying for funds, however, particularly when the program/event/activity directly supports education or there is an environmental or safety focus.

Conservation and Sustainability

The Conservation and Sustainability field further demonstrates Portland Aluminium's commitment to environmental issues, through active partnerships in the local community.

The environment, along with health and safety, is Portland Aluminium's highest internal value and, therefore, the plant seeks to support environmental initiatives in the community. Generally, the plant supports programs/events/activities that directly improves the environment.

Volunteer for Life

The Volunteers for Life field centres on Portland Aluminium employees' volunteering efforts with community organisations. Through programs such as ACTION and Bravo!, Portland Aluminium and our employees are supporting the organisations that make our communities stronger and more sustainable.

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Alcoa Foundation ACTION Grants

ACTION (Alcoans Coming Together In Our Neighbourhoods) is an Alcoa employee engagement program that recognises the efforts of teams of employees. The program encourages teams of at least 10 Portland Aluminium employees to spend a minimum of four hours on a community service project for a local non-profit group. As recognition of a team's effort, Alcoa Foundation will make a US\$3000 contribution to the nonprofit/nongovernmental organisation where the event occurred.

All Alcoa locations are eligible to apply for three ACTION grants each year. Past ACTION Grants have involved Portland Aluminium volunteers performing tasks such as planting trees, assisting to run events, installing playground equipment, painting and landscaping.

Alcoa Foundation Bravo! Grants

The Alcoa Bravo! program is a global initiative that recognises the efforts of Portland Aluminium employees by providing grants to the charitable organisations at which they perform at least 50 hours of community service during a calendar year. This includes volunteer hours at sporting organisations, emergency response groups, schools, and much more. Full-time, permanent, active employees of Portland Aluminium may submit an application for one US\$250 Bravo! grant per year.

Employees wishing to apply for a Bravo! Grant must apply on-line. Submissions must be made by 31 January each year.

Sustainable Communities

This field demonstrates our commitment to the communities where we operate. Sustainable Communities will see Portland Aluminium partner with local community groups in a way that allows each group, the wider community and our business to become stronger.

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Employee Sponsorships – Industrial Athletes

Employee Sponsorships for State or National sporting representation:

An existing procedure exists for Portland Aluminium employees who have been selected to represent Victoria or Australia. The procedure includes a special application form.

[Employee sponsorships](#)

Employee Sponsorships for events that support recognised charities (Smith Family, United Way, Australian Red Cross, etc.):

Donations to these charities will be paid on behalf of the employees participating in events that support these charities. There is a limit of one application per employee per year; maximum amount per person is \$200; maximum of \$1000 per event. In addition, the total of all funding paid to recognised charities in a calendar year via employee-related sponsorships will be \$5000.

Employees wishing to apply for funding should do so through the standard partnership process. It is the employee's responsibility to complete the application and report back forms, obtain a tax invoice and ensure recognition elements are met.

This section of the policy will also apply to individual contractors when they are participating as part of a larger Portland Aluminium team. These individuals should also be encouraged to approach their company for funding toward the charity. A contractor team should be funded by the contracting company.

Note: In addition, employees who represent Portland Aluminium will receive Portland Aluminium clothing and cap OR \$40 worth of specialist clothing (ie. cycling gear, etc.). This comes out of a separate promotions budget.

Employee Sponsorships for individual or team sports:

Individuals who compete in fun runs, triathlons, swimming events, etc. are able to obtain a Portland Aluminium water bottle and cap. There is a limit of one application per employee per year. Employees who play a recognised team sport (football, basketball, soccer, etc.) are able to obtain six Portland Aluminium water bottles. There is a limit of one application per employee per year.

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In addition, employees who are members of sporting clubs can obtain up to six Portland Aluminium water bottles as spot prizes for auction nights, etc.

Alternatively, employees who play a recognised, ongoing team sport can obtain, on behalf of their organisation, a basic sport St John Ambulance First Aid Kit.

Employees wishing to apply for funding for a first aid kit must complete a sponsorship application form. Requests for water bottles and caps can be made via email or letter. No application form is required.

Is there anything Portland Aluminium will not support?

- Sponsorship of an individual
- Travel expenses
- Political or sectarian events
- Commercial activity
- Prize money for professional sport
- Wages for staff are generally not supported

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General guidelines on the application process

Portland Aluminium's Partnering Stronger Communities partnerships are an investment in recognition opportunities that will advance the long-term interests of the company as well as the community.

Portland Aluminium's sponsorship budget for 2006 is approximately \$360,000. Most of this money will be spent in the local community (Portland and district). Submissions from further a-field will only be considered in special circumstances. Wherever possible, Portland Aluminium will support a program or event rather than the participants in the event (eg South West Model Car Solar Challenge, 3 Bays Marathon).

All decisions on partnerships of \$500 and over are made by the Portland Aluminium Community Support (PACS) team or the Operations Manager and Community Relations Officer. Partnership decisions of under \$500 are made by the Community Relations team members.

Any organisation that wants to apply for funds must complete an Application Form (available from Anna Sullivan).

Sponsorships are reviewed by the PACS team every three months only, therefore, its imperative partnership applications are submitted early to avoid disappointment. It's unlikely Portland Aluminium will support an event, activity or program after it's completion due to limited opportunities for recognition. **Sponsorships are reviewed in January, April, July and October each year.** To ensure your application is reviewed you will need to submit your application form by the end of the month preceding the next review meeting.

If successful, the organisation will need to provide a tax invoice to Portland Aluminium and complete a report back form after the sponsorship. Once a tax invoice has been provided it takes approximately three weeks to organise a cheque.

Quarterly partnership presentations will be held by Portland Aluminium to further recognise our partnership and provide networking opportunities for community organisations. If possible, cheques will be handed out at these presentations.

In addition to the plant allocation, each year Portland Aluminium is eligible to receive funds from Alcoa Foundation. These funds include a significant grant from Alcoa Foundation (generally US\$20,000); three ACTION Grants worth US\$3000 each and unlimited Bravo! Grants worth US\$250 each.

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Apart from Bravo! Grants, decisions on Alcoa Foundation funding are made by the PACS team.

Portland Aluminium's partnership program isn't just about money. In some instances, the plant can provide materials donations, in-kind support or volunteer assistance that can be far more valuable to a community organisation, and our business, than funds.

Use of company vehicles

The use of company vehicles will be decided on merit. In general, the Smelter in the Park bus can only be used for approved community involvement and when it does not interfere with tours and other obligations. In addition, only Portland Aluminium employees with a heavy vehicle license can drive the bus. Similarly, pool cars can only be used for approved community involvement and when it does not interfere with other obligations. Only Portland Aluminium employees can drive a Portland Aluminium pool car.

All enquiries on the use of the Smelter in the Park bus and pool cars must be directed to Anna Sullivan initially.

Key contacts

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