

Down2You Workplace Giving Program FREQUENTLY ASKED QUESTIONS

BENEFITS

Q. What is the benefit of donating through Downer's Workplace Giving Program?

A. Workplace giving offers a number of advantages – both to you and our recipient charities:

- Your donation is deducted from your pre-tax pay, meaning you don't pay tax on your donation and do not have to claim it on your tax return at the end of the financial year. Downer will record your annual donation amount on your PAYG Payment Summary (group certificate) at the end of the year
- Because your donation is made each pay, you only have to make one decision about how much to give
- Receiving donations through workplace giving programs is a relatively cost-free way for charities to raise much-needed funds
- The donations you and your colleagues make are sent as a lump sum to the charity, which reduces administration costs for the charity and means that the charity does not have to spend money on fundraising.

Q: Which charities will Downer support in the workplace giving program, and how were these charities selected?

A: We undertook a stringent selection process before deciding on which organisations to support. To help inform this process, we sent a survey to all employees to help understand the types of causes they are interested in and care about. The results of that survey were taken into account when selecting our charity partners. We also worked with Workplace Giving Australia to help shortlist a group of organisations which best aligned to Downer's Purpose, Pillars and strategy. We ultimately decided on four organisations:

- Greening Australia
- TLC for Kids
- Australian Cancer Research Foundation
- Salvation Army's Family Violence stream.

You can find more information on these charities below.

Q. How much of my donation does the charity actually get?

A. 100 per cent of your donation will be distributed evenly to our charity partners. There are no administrative fees for Downer employees to take part in our workplace giving program.

Q. Is Downer making a donation?

A. Yes. Downer will match our employees' donations up to a capped amount each year. In 2022, the capped amount is \$250,000.

Q. How much should I give?

A. The appropriate amount of charitable giving will be different for every person. Deciding how much to give can be influenced by many factors including your financial position, your family situation, retirement goals and personal values.

Workplace giving tries to bring regular giving within the reach of most Australians. Our suggestion is to start with something affordable, such as \$1 a day, and review your level of giving each year. You can change your donation amount at any time (*see below on steps to change your donation amount*).

VOLUNTEERING

Q: Are there opportunities to volunteer through the workplace giving program?

A: Yes. There will be opportunities to volunteer with [*Greening Australia, TLC for Kids, Salvation Army and Australian Cancer Research Foundation*]. We will share information on how you can get involved in volunteering as these opportunities arise throughout the year. We will keep you informed about these opportunities through Downer's communication channels, as well as Business Unit announcements.

Q: Do I have to be donating to the charity to volunteer for them?

A: No. All employees are encouraged to take up volunteering opportunities. It does not matter whether they are donating money to the charities involved.

PRIVACY

Q. Will I be added to the mailing list of the charities I support?

A. No. In accordance with privacy laws, Downer will not pass on your name or personal contact details to the charities that we support in our workplace giving program, unless specifically requested by you.

Q. Will the charity acknowledge my donation personally?

A. No. As your donation is made from pre-tax income and you receive an immediate tax refund, the charities simply acknowledge your donation directly to Downer, who will keep track of the donations you have made and provide you with a summary at the end of the financial year on your PAYG Payment Summary.

TAX

Q. Can I still claim a tax refund on my donation?

A. No. Your donation is made from your pre-tax income, so you will receive the tax refund at the time of your donation. For this reason, you will not receive a receipt for your donation and cannot claim a further refund in your annual tax return.

Q. Do I need to do anything at tax time?

A. Yes. You just need to record the annual amount of your donations on your tax return, so the Australian Taxation Office knows that you are participating in a workplace giving program and no further tax liability is calculated. Downer will provide your donation amount to you at the end of the year on your PAYG Payment Summary.

MAKING CHANGES TO YOUR DONATION

Q. How do I opt-in to the workplace giving program, or change my donation?

A. It is easy to opt-in or change your donation. Changes will take effect from the next pay period, or at a later date that you specify.

The steps to make changes vary, depending on which system is used to process your pay. Refer to the relevant payroll system below to follow instructions on how to donate, change or cancel your workplace giving contribution.

To make changes through the SAP payroll process:

1. Go to Fitz [here](#)
2. From the right-hand side menu, locate **Change to Employee Details** form
3. Fill in the change details to the form and email completed form to **Payroll**.

To make changes through the BSC portal

1. Download and complete the [Down2You Donation form here](#).
2. Submit completed form as an attachment to [Our Downer Portal > Payroll Other Third Party Payment Request](#) option.

- In 'Additional Information', provide a short description of your request ie change donation amount to WGP

Q: Can I choose how much to give to each charity?

A: No. All money donated will automatically be dispersed evenly among our four charities. We have done this in order to make it as easy as possible for employees to take part in our workplace giving program, and to assist the Payroll teams who will process your donations.

We also want to ensure all four of our carefully-selected workplace giving charity partners receive equal benefit from our support.

CHARITIES

Q. How do I get more information about the charities?

[Downer's Down2You SharePoint page](#) provides more information about the charities. You can also visit their websites.

- [Greening Australia](#)
- [TLC for Kids](#)
- [Australian Cancer Research Foundation](#)
- [Salvation Army](#)

Additionally, you will receive regular updates about the work being done by our charity partners, and how your donations are being used to support those in need.

Q. I want to support a charity that is not one of Downer's four workplace giving partners – can I still donate to them through the workplace giving program?

A: For our donations to have the greatest impact, we have limited the number of charities we support to four. The four selected charities were carefully chosen to best represent the causes that employees indicated were most important to them in the workplace giving survey. Therefore, unfortunately, we cannot support all charities at the moment, only the four pre-selected organisations – Greening Australia, TLC for Kids, Australian Cancer Research Foundation and Salvation Army. However, as our workplace giving program evolves in the future, we may consider adding more charity partners, as well as allowing employees to nominate the charity their donation goes to.

OTHER QUESTIONS

Q: Where can I find information on how much money Downer has raised, and the impact of the donations we have made?

A: Downer's dedicated [Down2You SharePoint page](#) provides information on how much money we have raised as a company, as well as information from our charity partners on how your donations are being put to use to help support those in need.

Q: I am a casual employee. What happens on the weeks I don't get paid or work minimal hours?

A: There will be no deduction from your pay if you have not had any earnings during that pay cycle.

Q: How will my donation appear on my pay slip?

A: The donation you make will be itemised on your pay slip as 'Workplace Giving'. See example below.