

## CJR CARE PROGRAM GUIDELINES

### 1. OBJECTIVE

The CJR Care program, part of the CJR Group's corporate social responsibility, aims to support social causes in all regions where the Group has subsidiaries. The initiative encourages the identification and selection of projects, institutions, or initiatives that are aligned with the CJR Group's values and that can benefit from the program's support.

### 2. ELIGIBILITY

2.1. The following are eligible to participate in the program:

- 2.1.1. CJR Group employees.
- 2.1.2. CJR Group clients.
- 2.1.3. CJR Group suppliers.
- 2.1.4. Individuals or organizations, whether or not they belong to the CJR community.
- 2.1.5. Associations or Institutions.

### 3. TYPE OF SUPPORT

3.1. The CJR Group will allocate a budget of up to €20,000 (inclusive) distributed among a maximum of eight initiatives, in support of projects within the following areas:

- 3.1.1. Education and Professional Training.
- 3.1.2. Environment, Circularity, and Sustainability.
- 3.1.3. Social Responsibility and Diversity.
- 3.1.4. Promotion of Local Culture and Tradition.
- 3.1.5. Humanitarian Actions.

3.2. The Evaluation Committee will consider various factors in determining the amount of support to be granted, such as:

- 3.2.1. Scope of the project
- 3.2.2. Budget and Feasibility
- 3.2.3. Potential for Scalability and Impact
- 3.2.4. Support for Sustainable and Innovative Development

## 4. APPLICATION

- 4.1. Applications must be submitted using the official form provided by CJR Care.
- 4.2. Each participant may submit only one application per selection cycle.
- 4.3. Applications must contain detailed information about the project or institution, including its objectives.
- 4.4. Deadlines:
  - 4.4.1. The program runs through October 15.
  - 4.4.2. There will be 1 month to submit applications.
  - 4.4.3. After this period, the jury will have 1 month to analyze the applications.
  - 4.4.4. The results will be published as soon as the analysis has been completed.

## 5. SELECTION AND EVALUATION

Applications will be evaluated by the internal committee of the CJR Group.

The main premise for selection will be to support at least one initiative of each type mentioned, with the following criteria:

### 5.1. Alignment with CJR Group Values

- 5.1.1. The project must be aligned with the CJR Group's principles and commitments regarding sustainability, social impact, and corporate responsibility.

### 5.2. Social Impact and Community Benefit

- 5.2.1. The project's social impact will be evaluated based on the relevance of the problem addressed, the number of people benefited, and the long-term positive effects.

### 5.3. Scalability and Replicability

5.3.1. Projects that can be expanded to other regions where the CJR Group operates will receive differentiated evaluations.

5.3.2. The potential for replicating the project as a model for other initiatives will also be considered.

#### **5.4. Partnerships and Collaborations**

5.4.1. The existence of strategic partnerships with NGOs, government institutions, or local companies will be considered a positive factor.

5.4.2. Mobilizing the community and encouraging volunteerism will be valued.

#### **5.5. Budget and Responsible Use of Resources**

5.5.1. The consistency of the presented costs with the project objectives will be evaluated.

#### **5.6. Selection Criteria and Committee:**

5.6.1. The selection criteria will primarily be based on the impact of the actions on local communities, to significantly benefit each region's population.

5.6.2. Within the scope of this program, the committee:

5.6.3. Will have full autonomy to decide which projects are approved and how much support is granted.

5.6.4. Will be composed of CJR Group members and external experts who can contribute technical knowledge to project evaluations, when necessary.

5.6.5. Will include the following members: Ana Silva, Miguel Rodrigues, Lourdes Freitas, Rui Rodrigues, Ana Machado, Nuno Carvalho, Mário Mota, Nuno Ferreira, Jaime Delgado, and Marcelino Mota.

### **6. ANNOUNCEMENT OF RESULTS**

6.1. The selected projects will be announced through the CJR Group's official channels.

6.2. Participants will be notified individually of the outcome of their application.

6.3. The results and selected projects will be promoted and disseminated through social media.

## 7. RESPONSIBILITIES OF THOSE SELECTED

In the case of a recommendation, the CJR Group will forward the selection criteria and other clarifications directly to the proposed entities, which must comply with the following responsibilities. The same responsibilities apply to entities that apply themselves.

- 7.1. Beneficiaries agree to use the support granted exclusively for the implementation of the approved project.
- 7.2. They must submit progress reports as requested by CJR Care.
- 7.3. The format of the reports must include information on the activities conducted, the use of resources, the challenges faced, and the impact achieved, as well as photographs.
- 7.4. The decision on the frequency will be made according to the complexity of the project and its execution time, ensuring that the monitoring is appropriate for its development.
- 7.5. Any changes to the approved project must be notified in advance and approved by the appropriate committee.

## 8. CONSEQUENCES OF NON-COMPLIANCE

- 8.1. The CJR Group reserves the right to discontinue support for a project if it is determined that the funds granted have been used inappropriately or that the agreed-upon objectives have not been met.
- 8.2. In the event of non-compliance with the rules or objectives of the project, the CJR Group reserves the right to suspend the project and reassess the continuation of support. The beneficiary organization may be prevented from participating in future editions of the program.

## 9. FINAL PROVISIONS

- 9.1. The CJR Group reserves the right to amend these regulations at any time.
- 9.2. Participation in the program implies full acceptance of these regulations.

9.3. Situations not addressed by these regulations will be resolved by the CJR Care committee.