

MASISA

Corporate Procedure

Volunteering

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1. INTRODUCTION**1.1 Purpose**

To support, strengthen and promote the responsibility and commitment of our collaborators, promoting and utilizing social work and the development of their talents and skills for the benefit of communities, thus becoming actively involved in their development and social progress, education, environment, entrepreneurship, innovation, local development, disability, inclusion, support in emergencies, territorial well-being and quality of life.

1.2 SCOPE

This procedure applies to all direct and indirect collaborators of Masisa and their families.

Likewise, it applies to contractor companies, suppliers and clients who wish to collaborate with the initiatives promoted by our collaborators, for the benefit of the communities located in the areas of influence of Masisa.

1.3 Definitions and abbreviations

- **Volunteering:** For Masisa, the volunteering program aims at facilitating and promoting the mobilization of talent, skills, time and energy of Masisa's direct and indirect collaborators in favor of the development and progress of the communities located in the places where our company carries out its activities.
- **Shared Value:** According to Michael Porter, shared value is about "aligning the success of our company with the success of our community". For Masisa, shared value is based on its triple bottom line strategy, which comprehensively and simultaneously includes obtaining the highest levels of performance in the economic, social and environmental spheres.

2. RESPONSIBLE FOR ITS APPLICATION AND FOLLOW-UP

Position	Application	Follow-up
Operations Department	X	
Organizational Wellbeing Manager	X	
CSR Head	X	
Communications	X	
Human Resources and Internal Communications Department		X
SMS and Community Relations Department		X
General Manager		X

3. DESCRIPTION OF THE PROCEDURE

Masisa supports and encourages volunteer programs aligned with Masisa's community relations strategy, where employees give part of their time, skills and/or resources to support the needs of local communities. This is in order to:

- Promote the interaction of collaborators with local communities, improving people's quality of life and generating opportunities of creation of shared value.
- Strengthen the integration between collaborators, generating opportunities of promotion of Masisa's community relationship strategy, contributing to self-identification and attachment to the Masisa brand.
- Strengthen the work environment and the commitment of Masisa's collaborators, favoring the creation of a better place to work.
- Benefit and favor the development and progress of the communities surrounding Masisa's operations, contributing to local, economic, environmental and social development and well-being.

The projects to be developed will be presented, designed and executed by Masisa's collaborators and authorized by the Volunteering Committee, the executors being the ones who generate the opportunities of linkage with communities and who are responsible for fulfilling the commitments related to the projects.

Masisa will support volunteering of its collaborators, under an annual budget managed by the CSR area of the SMS and Community Relations Department. Masisa's contributions to the projects will be valued and no cash contributions may be made.

Some suggestions for corporate volunteer activities are:

- ✓ **Education:** training for the community, support for educational establishments, remedial studies program for young people and adults, among others.
- ✓ **Environment:** Waste recycling and reuse projects, training, circular economy, among others.
- ✓ **Entrepreneurship and local development:** training activities, innovation, mentoring, among others.
- ✓ **Disability and inclusion:** promotion, dissemination and training activities on inclusion and disability issues, support in the manufacture, design and installation of social infrastructure, among others, with the support of specialists.
- ✓ **Emergencies:** support in reconstruction and rehabilitation in emergencies and solidarity campaigns to support those affected by them.
- ✓ **Territorial well-being and quality of life:** Social rehabilitation, housing construction and improvement, health and healthy quality of life, infrastructure and habitability, among others.
- ✓ **Support for social foundations:** Pro bono advice, campaign support, among others.

3.1 Training Volunteer Committee

In order to support the volunteering initiatives presented, the SMS, Community Relations and Human Resources and Internal Communications Departments teams will form a volunteering committee, whose main mission will be to support and guide the volunteering initiatives submitted by the collaborators to Masisa.

The Committee will be made up of the following positions:

- Operations Manager.
- Human Resources and Internal Communications Manager.
- SMS and Community Relations Manager.
- Moldings Production Assistant Manager.
- Melamine Production Assistant Manager.
- Head of Communications.
- Organizational Wellbeing Leader.

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- Social and Environmental Management Leader.

Annex One details the names of the members of the Active Committee as of April 2021.

The Committee has the following goals:

- To disseminate and communicate the Corporate Volunteering procedure.
- To define, manage the annual volunteer budget and identify the support needs of the volunteering projects presented by the collaborators and Masisa, as well as the administration of human resources for such projects.
- To organize the annual volunteering action plan or calendar according to the initiatives presented by the collaborators and Masisa.
- To support and accompany the volunteers in the correct execution of the chosen programs.
- To design, execute and measure the training and education plan for Masisa’s volunteers.
- To facilitate the exchange of experiences between other volunteer groups internally (Masisa in other countries) and externally (other companies or organizations).

3.2 Time Utilization

Masisa allows its collaborators to spend up to 1 hour per week of their working day in volunteering activities, requiring authorization from their direct boss and with the coordination of Human Resources Department.

This process will be controlled and approved by the Volunteering Committee.

3.3 Resource Utilization

The volunteering projects presented by Masisa and its collaborators may be financially supported. The foregoing, after their evaluation and validation by the volunteering committee, which may be:

- **In kind:** in those cases where the use of Masisa products is required, these will be donated prior compliance with the Donations Policy.
- **In contributions from collaborators:** the donations in money or in kind that are eventually made by the collaborators must be managed exclusively by such collaborators.

4. VALIDATION

Function	Name	Position	Date
Reviewed by	Zoraida Cabrera	Human Resources and Internal Communications Manager	April 2021
	Reinaldo Gallegos	SMS and Community Relations Manager	April 2021
Approved by	Alejandro Carrillo	General Manager	April 2021
Effective date:	Version: 02		

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5. CHANGE CONTROL

Reason	Responsible	Date
Policy and Corporate Procedures Adaptation SMS and Community Relations Department	Reinaldo Gallegos	April 2021

6. RELATED POLICIES AND PROCEDURES

- Sustainable Development Policy.
- Donations Policy.
- Community Relations Management Procedure.
- Human Resources Policies.

7. ANNEX ONE

The names of the members of the active Committee as of April 2021 are as follows:

Position	Responsible
Operations Manager	Luis Quiroga
Human Resources and Internal Communications Manager	Zoraida Cabrera
SMS and Community Relations Manager	Reinaldo Gallegos
Moldings Production Assistant Manager	Victor Puentes
Melamine Production Assistant Manager	Gonzalo Inostroza
Head of Communications	Ricardo Vargas
Organizational Wellbeing Leader	Marla Martinez
Social and Environmental Management Leader	Margarita Celis