

# Research Participation Policy

To ensure responsible engagement with academic and other institutions, and protect the integrity of our operations, Aitken Spence Group has established the following guidelines for requests to conduct any and all research involving our companies, employees or data.

## 1. Mandatory Documentation

All research requests must be accompanied by a cover letter from the related university/institution, confirming:

- The nature and scope of the thesis or research project
- The academic supervisor's endorsement/ Head of the institution
- The intended use of the data collected

The cover letter must be issued on the official letterhead of the university/institution and must be submitted before any interview, survey or engagement will be scheduled. Requests without this documentation will not be considered.

## 2. Use of the Company Name

The use of "Aitken Spence" or any of its subsidiaries in academic outputs or any publications is strictly prohibited without prior written approval.

- Researchers must submit the exact context in which the company name will be used.
- Approval will be granted only after internal review and alignment with our communication standards.

## 3. Discretionary Participation

Participation in academic or other research is at the sole discretion of the company and subject to:

- Availability of relevant employees
- Relevance to business priorities
- Compliance with internal governance and confidentiality protocols

## 4. Stakeholder Engagement Process

To ensure structured and ethical collaboration, the following steps will be followed:

### 4.1 Initial Request Review

The Corporate Communications team / relevant SBU team will assess the request for completeness and relevance.

#### 4.2 Internal Consultation

Relevant business units and employees will be consulted regarding availability and appropriateness.

#### 4.3 Approval & Consent

Formal approval will be granted only after internal stakeholder assessment and legal review if necessary.

#### 4.4 Engagement & Feedback

If the stated criteria have been met, the interview or data collection will proceed as scheduled, with feedback mechanisms in place to ensure mutual value.

Our governance framework emphasises transparency, accountability, and stakeholder engagement, which applies to academic interactions as well. For further information about Aitken Spence please refer the website <https://aitkenspence.com/>

### 5. Submission Protocol

All requests and documentation must be emailed to the designated contact within the Corporate Communications team or the respective subsidiary. Please allow up to 14 working days for review and response.

-----

Due to the high volume of similar requests, the company will respond only to those selected or approved for participation. We regret that we may not be able to accommodate all inquiries.

We appreciate your understanding and cooperation in adhering to these guidelines, which help us maintain responsible stakeholder engagement and uphold our corporate values.

Thank you.