

**LIGHTSPEED POS INC.
DONATIONS AND SPONSORSHIPS POLICY**

| | |
|--------------------|--|
| Purpose | This policy governs the process by which charitable donations and sponsorships are awarded by Lightspeed to: <ul style="list-style-type: none">- fulfill its role as a corporate citizen by contributing to the betterment of society;- foster initiatives that have a direct impact on innovation, entrepreneurship, diversity and inclusion and the environment and which contribute to the economic vitality of local communities. |
| Definitions | Lightspeed or the Company means Lightspeed POS Inc. and its subsidiaries. |

1. Eligibility Criteria

For a donation or sponsorship application to be considered by Lightspeed, the requesting organization must be non-profit, acting in the interests of the community as a whole, and must be registered as a non-profit charitable organization by relevant authorities in the applicable jurisdiction. Organisations, institutions or initiatives aligned with Lightspeed’s priorities will be given preference.

Contributions made as donations or sponsorships shall be awarded according to the annual budget envelope. Unless otherwise stated, the monies disbursed pursuant to this policy must be used in the fiscal year for which they were allocated. The awarding of a donation or sponsorship by Lightspeed to an organization in a given sector does not oblige it to support other organizations in the same sector.

2. Priorities

Lightspeed will prioritise the following sectors:

- a. *Innovation*: Institutions, organisations or initiatives that foster innovation, technology literacy, and technological or scientific advancements, including through the distribution of scholarships or grants.
- b. *Entrepreneurship*: Institutions, organizations or initiatives that promote entrepreneurship and facilitate access to business ownership for individuals, including through the distribution of scholarships or grants.
- c. *Diversity and Inclusion*: Institutions, organisations and initiatives aimed at championing and broadening diversity and inclusion in all its forms, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.
- d. *Environment*: Institutions, organisations or initiatives that aim to protect and conserve the environment.
- e. *Local sourcing*: Institutions, organisations or initiatives that aim to promote and enrich local economies, including by preferring local suppliers.

3. Ineligibility

Political, religious, fraternal, union, advocacy and sectarian groups are usually ineligible for donations or sponsorships. Exceptions may be made only with approval from at least two C-level officers.

4. Management of Donation and Sponsorship Applications

The process consists of five steps:

- a. *Receipt of an application*

To streamline the processing of requests, applicants are asked to submit their application to Lightspeed’s Sustainability Committee at least 30 days prior to the activity in question (if applicable) and send a detailed application to csr-committee.local@lightspeedhq.com.

b. *Analysis*

Applications are analyzed by the Sustainability Committee in accordance with the criteria and objectives set out in this policy. At any point in the analysis, the Sustainability Committee, or a sub-committee thereof, may request additional information in order to prepare its recommendation. Donations and sponsorships are never renewed automatically. All renewal applications are subject to a new analysis.

c. *Response to applicant*

A written response stating Lightspeed's decision is sent to the applicant within 30 business days of receipt of the application.

d. *Agreement*

All approved applications are subject to a letter or agreement.

e. *Follow-up*

Subject to the provisions of the agreement, Lightspeed reserves the right to request a report on the use of the funds allocated.

5. Support for Employees

Lightspeed encourages its employees to actively participate in and volunteer with recognized non-profit organizations, including by offering one volunteer day per calendar year.

6. Donations of Computer Equipment

Lightspeed updates its computer equipment on a regular basis (including smart devices). Equipment that has become obsolete for Lightspeed's business purposes may still be very useful to non-profit organizations that lack the financial resources to acquire the latest technology. Lightspeed therefore has mechanisms in place that allow for the recovery of equipment that is no longer required but may still be useful.

7. Responsibility

The CEO is responsible for oversight of Lightspeed's donations and sponsorships.

8. Budget

Each year, as part of Lightspeed's budgetary process, a budget envelope is allotted to donations and sponsorships. The CEO or his or her delegate shall report annually to the Compensation, Nominating and Governance Committee on how this envelope has been used. Lightspeed aims to donate 0.1% of the revenues generated in each fiscal year.

9. Policy Adoption and Update Process

This policy is submitted to the CEO, for approval. It must be reviewed every two years, unless earlier revision is required.

10. Distribution of the Policy

This policy is available on Lightspeed's website at lightspeedhq.com

Revision History

| Date | Ver. | Review Cycle | Description | Approver |
|-----------|------|---------------|----------------------|----------|
| Dec. 2019 | 1 | Every 2 years | Approved and adopted | CEO |