

Reference	HR-POL-4
Revision	1
Date	21032019

Colleague Volunteering Policy

The Westgrove Group is committed to making a meaningful contribution to the communities where we work and live.

This policy outlines how as Westgrove Group colleagues you can volunteer your time and skills during 'Volunteer Days' which are paid time off from your normal day-to-day roles. In addition to the benefit to the community, volunteering is a valuable opportunity for you to apply and develop your skills and broaden your perspectives.

Paid time off Entitlement

The Company will commit to 5 colleagues to 3 days paid volunteer days each bi-annually. These days will be paid and will not affect your allowance of holiday. Your Volunteer Days should be used during normal working hours and you cannot take them in lieu of time volunteered outside of working hours.

You can split your allowance of Volunteer Days into a greater number of shorter chunks (e.g. half-days).

The year runs 1st January to 31st December. It is not possible to accrue Volunteer Days and use them in a subsequent year.

Causes

You are able to volunteer for any organisation that is registered as a charity in the United Kingdom which demonstrates positive social or environmental benefit. You are not able to use your Volunteer Days to support political groups or religious charities.

Colleague Application Procedure

1. All colleagues who wish to partake in paid volunteer days must complete a Colleague Volunteering Application Form, which can be requested from your line manager or HR Department.
2. The application form must be submitted to your line manager
3. The application will be considered by the board and you will be informed in writing if your application has been successful.
4. If your application is successful, you are required to liaise with your Line Manager to agree the time off from your duties.

Line Manager Responsibility

1. **Site based colleagues** – you must inform your Business Manager who will discuss the application with your partner.
2. You are responsible for submitting the application form to the HR department at least one calendar month before the requested date.
3. It is important that the Company has a record of your volunteer days, so your Manager will complete a miscellaneous payroll form and submit to the Connect Administrator in a timely manner to ensure the volunteer pay is processed in time for payroll.

Reference	HR-POL-4
Revision	1
Date	21032019

Insurance Guidance

- Although you are volunteering during paid time off from your employment, you are doing so solely in your private and personal capacity and not as an employee of The Company.
- The Company assumes no responsibility or liability to you as a volunteer or the organisation you are supporting at for any injury, loss or damage caused as a result of the activities.
- Before you volunteer you must ensure you have an up-to-date copy of the charity's Public Liability Insurance certificate on file.

Risk Assessments and Emergency Procedures

It is the responsibility of the volunteering colleague to obtain and understand any specific risk assessments and safe methods of working when working as a volunteer at a particular organisation.

Any accidents to yourself should be recorded on the relevant accident report form at the place you are working as a volunteer. You must also inform your line manager of any accidents that you may have whilst being a volunteer.

You are responsible for ensuring that you are fully aware of any emergency procedures whilst working as a volunteer. For example you must ensure you are aware of the procedures in case of a fire.

Conduct

- When volunteering you are an ambassador of The Company. You should give volunteering the same priority as any other partner or customer engagement.
- Please ensure you adhere to The Company Code of Conduct when carrying out any volunteering
- You must avoid cancelling your volunteering and arrive on time for your volunteering shift

Travel

- Any travel requirements are the colleague's responsibility and The Company will not reimburse or arrange any travel requirements.

Publicity

When submitting a Volunteering Application Form the colleague agrees to allow the Company to publish and publicly display any information and/or including any photographic material for commercial use.