



# Volunteering Policy

## Document and Distribution Control

The Corporate Social Responsibility & Quality Manager has overall responsibility for the implementation of this policy. All versions will be controlled by the Corporate Social Responsibility Division. All hard copies must be treated as uncontrolled.

The Corporate Social Responsibility Division should be notified of any change of circumstances, comments or queries that may warrant a change to this Policy.

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<b>References</b>	N/A
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## 1.0 Purpose

The purpose of this Volunteering Policy is to support employees in participating in activities and programmes that enhance and serve communities in the areas in which we operate. At Momentum Support we recognise that we have a duty to give back to our communities and we want to ensure that our employees are able to share in that effort. At the same time Momentum Support recognises that participating in these sorts of activities enriches the lives and promotes the well-being of employees. This policy supports the achievement of the organisations overall CSR Strategy ‘Mission Right let’s make the right choice,’ and underpins the community pillars aim, ‘We wish to positively impact the local communities in the areas in which we operate by engaging with them through charitable functions and philanthropic activities’.

## 2.0 Scope

This policy will be applied to all Momentum Support employees who are eligible to participate in our volunteering programmes.

## 3.0 Policy Statement

Momentum Support is introducing this Policy to provide employees with the opportunities to volunteer in a number of different ways. The objectives of this Volunteering Policy are as follows;

- To engage with Momentum Supports nominated charitable / community organisations.
- To encourage a culture of ‘giving back’.
- To enhance employee engagement.

As part of Momentum Support assigned activities, employees will have the opportunity to develop specific skills and competencies or simply as a way to become actively engaged with our nominated Charity Partners & local communities.

Any volunteering activity is subject to your Line Manager’s approval and the operational needs of our business. All volunteering requests must be submitted using the Volunteer Request Form.

Nominated Charities are nominated on an annual basis.

## 4.0 Volunteering Approval Process

Please follow the Volunteering Approval process flow diagram for guidance on the approval required to take part in volunteering.

Once a volunteering opportunity has been identified and communicated, colleagues should complete the attached (**Volunteering Request Form – Appendix 1**) and forward to their immediate Line Manager for approval.

Health & Safety will consider the risks posed by the activities and where appropriate, a risk assessment will be completed. In all cases Volunteers must produce a copy of the Charity's organisations Public liability insurance certificate.

The signed Volunteering Approval Form should be sent to the CSR Division [verona@momentumsupport.eu](mailto:verona@momentumsupport.eu).

## 5.0 Volunteering Activities

Corporate Social Responsibility Division will communicate volunteering opportunities through Momentum Support Volunteering Activities. It is important to keep in mind that in order to be granted any leave for volunteering, arrangements must be in place to ensure that your area of responsibility is covered. This is to minimize the impact to the business. To this end volunteering hours will be subject to approval from your Line Manager.

## 6.0 Eligibility

Employees will be ineligible to participate in the programme if:

- The employee's employment with Momentum Support terminates for any reason:
- The employee is on a Performance Improvement Plan:
- The Programme is discontinued.

Momentum Support reserves the right to amend or terminate this programme at any time without prior notice.

Momentum Support retain the right to verify your participation in the event at any stage of the process.

Momentum Support also reserves the right to revoke approval if it is felt that the employee is misusing the programme.

The needs of our business always come first and volunteering can only take place where business operations allow.

### 7.0 Review & Amendments to Policy

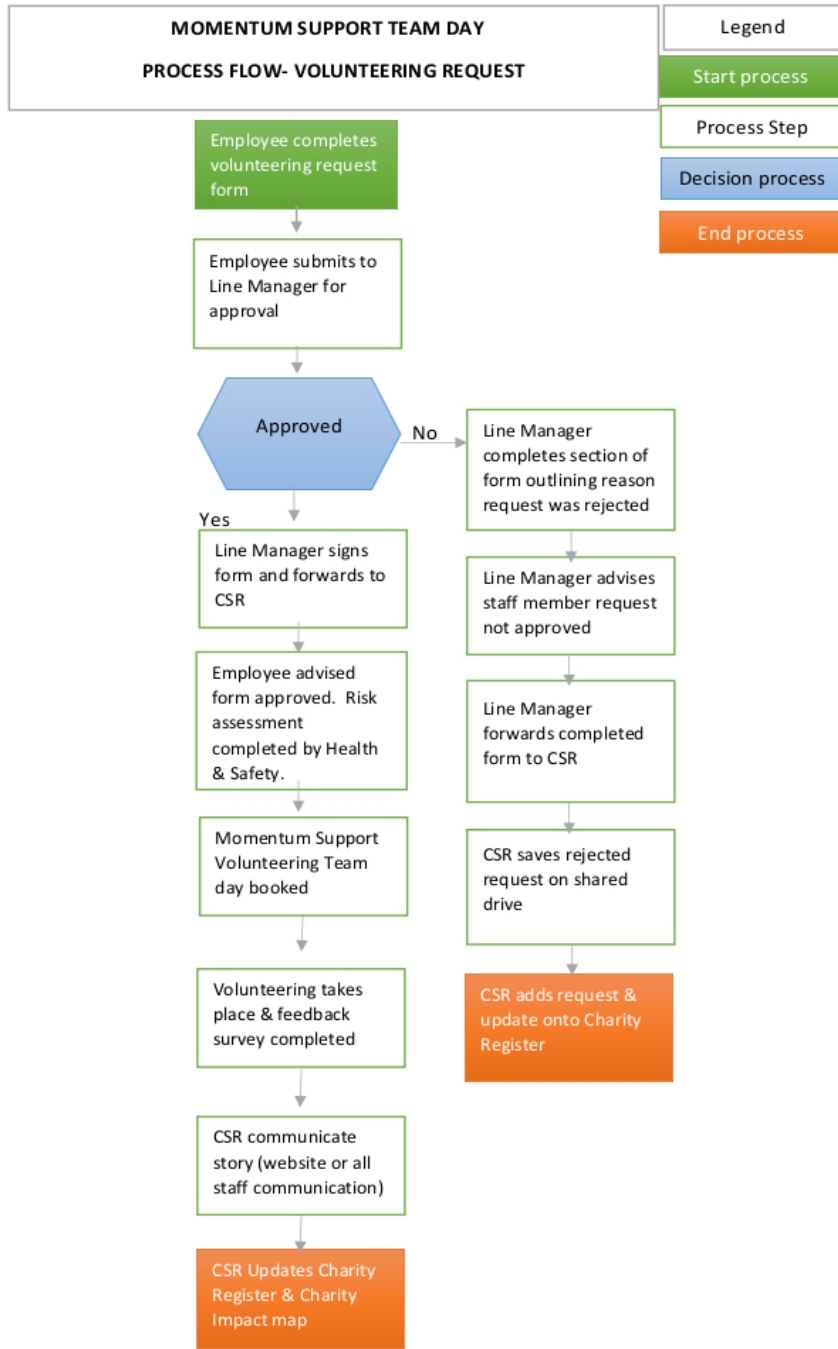
Momentum Support will review this policy on an annual basis, which may include employee feedback following Momentum Support volunteering Team days. It may be revoked, replaced or changed at any time to adhere with legislative amendments. Any amendments to this document will be tracked in the table below. All changes must be approved by the Group Chief Operating Officer.

Date	Amend No.	New Version No.	Authorised By

### 8.0 Appendices

Appendix 1	Volunteering Request Process
Appendix 2	Volunteering Request Form

Appendix 1



VRP PO 04 Version 02 2018

Appendix 2

Volunteering Request Form

Name: ..... Employee No:.....

Office / Site Name: ..... Line Manager: .....

Registered Charity/Community Group Name & Number:

Address: .....

Social Issue: .....

Please give a description of the Support you require or activity you will be doing:

[Empty text box for description of support]

Please tell us a little bit about the organisation and what they do.

[Empty text box for organisation details]

Please tell us how you will travel to the volunteering opportunity?

[Empty text box for travel details]

Risk assessment required? Yes  No

Risk assessment completed? Yes  No

Date Risk assessment completed:.....

*I request paid leave to undertake volunteering activity as described above, on the following dates:*

Dates:.....

No of Hours Required:.....

Signed:..... Date:.....

Approved by: ..... (Line Manager) Date:.....

Impact outcome: Please specify any measureable impact i.e. Individual Partnership, once completed and approved. Please send a copy of this to [verona@momentumsupport.eu](mailto:verona@momentumsupport.eu) so that your volunteering hours can be logged to support our BITC Charity Impact Map