Employee Volunteering Policy Template

The following document was kindly produced by Benefacto for Heart of the City. This document is a template designed to be used by companies wishing to create an Employee Volunteering Policy. We recommend that you read the guidance given under each heading for things you might like to consider and tweak as necessary for your own company.

<<COMPANY>> Employee Volunteering Policy

Guidance: Align volunteering to the firm (e.g. your values, your commitment to certain causes etc.) and outline your firm’s support of volunteering. Ensure you set and use a consistent term for this time (e.g. ‘Volunteer Days’, ‘Volunteering Hours’, ‘Charity Days’ etc.)

- <<COMPANY>> is committed to making a meaningful contribution to the communities where we work and live.
- This policy outlines how as <<COMPANY>> staff 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. Further information about this policy can be found by contacting <CSR Manager Name>

1.0 Paid Time Off Entitlement

Guidance: Think about when people can use their volunteering, whether people can take half-days or shorter sessions etc, when the allowance runs from each year and whether there are any exclusions (e.g. contractors)

- All employees are entitled to <X> ‘Volunteer Days’ to volunteer each year. 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. Contractors are not entitled for Volunteer Days.

2.0 Causes

Guidance: Think about what you define as a charity and whether you exclude certain causes (e.g. religious groups)

- 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.
- <<COMPANY>> work with <volunteer broker e.g. Benefacto > to provide easy access to a wide range of meaningful volunteering opportunities for individuals and for groups, they offer opportunities with a broad range of charities all of which are mandated by the company.

3.0 Approval and Time Reporting

Guidance: Make this as simple as possible to maximise the number of people who are volunteering.

- It is important that <<COMPANY>> has a record of who is volunteering. Please use the following process in order to do this:
  Step 1: Agree time off with your line manager
  Step 2: Find an opportunity
  Step 3: Record your time to code <CSR time code> or email <CSR Manager email>
4.0 Expenses

- Expenses incurred when volunteering can be reclaimed using the same policy and process for expenses incurred as a normal part of your employment.
- You should use public transport for the purposes of volunteering wherever possible. Reimbursement over £xxx needs to be pre-approved by <CSR Manager Name> on <CSR Manager Email>

5.0 Line managers’ responsibilities

- All employees of <<COMPANY>> should feel supported and enabled to take time off to participate in volunteering activities.
- Line Managers should see volunteering as an opportunity to develop their staff and work with employees to agree the most suitable opportunity based on existing skills and personal development goals.

6.0 DBS Checks

Guidance on DBS checks can be found here.

- For most volunteering, DBS checks will not be required. If the charity requires you to undergo a DBS check, then you will need to organise this directly with them. It is your responsibility to ensure you have the correct checks in place before volunteering.

7.0 Risk Assessments

- If you are organising your own non-office based volunteering, you need to complete a Risk Assessment. If you are taking part in an activity with a volunteer brokerage, this will already have been completed.
- Please note all volunteers have a responsibility to ensure the safety of themselves and others around them.

8.0 Insurance

Guidance – This section has been designed to suit a company whose employees are not covered by their insurance policy when they are volunteering. If your employees are covered, this should be changed to reflect this level of cover.

- 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 <<COMPANY>>.
- <<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.

9.0 Conduct

Guidance – ‘Drop out’ rates for volunteering at many companies is high, and carries a considerable reputational risk. Employees should value their commitment to the charity as though it is a client commitment.

- When volunteering you are an ambassador of <<COMPANY>>. You should give volunteering the same priority as any other client or customer engagement.
- Please ensure you adhere to <<COMPANY>> values when carrying out any volunteering. You avoid cancelling your volunteering and arrive on time for your volunteering shift.