

38. Employee Volunteering Policy

General

Canary Wharf Group recognises that the Company and its employees have a significant role to play in the communities within which we work and live. The Group actively encourages its employees to develop their skills within the context of their personal development plans and to harness their skills to add value to the many voluntary and community organisations who rely on volunteers to achieve their objectives.

To support this, subject to operational need and the Line Manager's approval, the Group allows employees to take up to a maximum of 2 working days of paid work time per year for community volunteering. The Group hopes that the employee would match that commitment by contributing their own time also.

Guiding Principles

When using the volunteering paid time off, employees are required to comply with the rules and processes detailed in this policy. Employees are bound by all the Group policies whilst on paid leave for volunteering.

The Group will provide a menu of opportunities for employees to participate in individual or group-led volunteering activities delivered through partnerships with reputable and effective local organisations.

Employees can use their volunteering paid time off to get involved in a variety of volunteering activities as long as they do not create a conflict of interests for the employee or the Group or disrupt or adversely affect core business activity.

There are no restrictions placed on employees using their personal time to volunteer.

Eligibility

All employees who have passed their probationary period are eligible to apply for paid time off for volunteering as detailed in this policy.

When a Criminal Record Bureau Check is required due to the circumstances of the volunteering activity, any employee who does not pass the check will be disqualified from any volunteering activity requiring such checks. The Criminal Record Bureau Checks will be requested by the charity concerned.

Other community involvement initiatives, including payroll giving and match funding, are governed by different rules to those detailed in this policy.

Conditions and Rules

The maximum possible paid time off for volunteering will be 2 working days per

annum.

Employees who join the Group within the first 6 months of the leave year are eligible to apply for the full year's hours and employees who join in the last 6 months of the leave year, to one working day.

The upper limit for volunteering paid time off is per employee, per annual leave cycle. Such time may be taken in any combination subject to the impact on the operational requirements of the business. Time not taken within the annual leave cycle, cannot be accumulated.

Volunteering paid time off will be subject to approval by the employee's Line Manager on production of satisfactory evidence of the volunteering activity. Approving such requests is at the line manager's discretion, having considered;

- the impact on the core business activity,
- whether the activity is appropriate for the employee, and,
- other factors which may be relevant.

Any request for paid volunteering time made by an employee will include time required to travel to and from a volunteering activity.

Approval may be given to work with organisations which are registered charities. The Public Affairs Department will provide guidance where there is a request to work with an organisation which is not a registered charity.

No payments will be made in lieu of time not taken or for personal time used to volunteer.

No payments will be made by the Group to employees for costs incurred by the employee partaking in the volunteering activity.

Impact of the Policy on Conditions of Employment

This policy does not form part of your contract of employment.