

WWRD UNITED KINGDOM, LTD STAFF VOLUNTEERING POLICY

1. ABOUT THIS POLICY

- 1.1 WWRD United Kingdom, Ltd (WWRD) actively supports the involvement of its staff in voluntary activity and recognises the benefits that volunteering can have, not only to the community, but to the health, wellbeing and personal development of staff and to the profile of WWRD. In particular, we see the benefits of supporting our staff coming up to retirement to consider volunteering. We also wish to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of our business. We are not legally obliged to grant paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.
- 1.2 This policy applies to all employees.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. PERSONNEL RESPONSIBLE FOR THE POLICY

- 2.1 Our board of directors has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the Human Resources director.
- 2.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

TIME OFF FOR PUBLIC DUTIES

3. JURY SERVICE

- 3.1 You should tell your line manager as soon as you are summoned for jury service and provide a copy of your summons if requested.
- 3.2 Depending on the demands of our business we may request that you apply to be excused from or defer your jury service.

- 3.3 We are not required by law to pay you while you are absent on jury service. You will be advised at court of the expenses and loss of earnings that you can claim. However, we will pay basic pay to employees on jury service less any amounts you can claim from the court for lost earnings.

4. VOLUNTARY PUBLIC DUTIES

- 4.1 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor.
- 4.2 If you are unsure whether a public service that you perform is covered by this policy you should speak to the Human Resources Department.
- 4.3 As soon as you are aware that you will require time off for performance of a public service you should notify your line manager in writing, providing full details of the time off that is being requested and the reasons for your request. In order that arrangements can be made to cover your duties in your absence you should make your request in good time. Your line manager will consult and discuss your request with the Human Resource Department and relevant function heads.
- 4.4 Each request for time off will be considered on its merits taking account of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the business.

5. RESERVE FORCES DUTIES

- 5.1 We are aware that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called-up at any time to be deployed on full-time operations, and are expected to attend regular training.
- 5.2 We are under no obligation to offer leave (either paid or unpaid) for reservists to undertake training and you should use existing holiday entitlement to meet training commitments. However, in exceptional circumstances we may grant additional unpaid leave in order for these commitments to be met..
- 5.3 If we receive notice that you have been called-up for active service we may apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to our business (which could not be prevented by the grant of financial assistance).

- 5.4 Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.
- 5.5 If it is not reasonable and practicable to reinstate you into your former employment we will offer you the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.
- 5.6 When calculating the length of your continuous employment with us, the period of absence on military service will not be counted. The period of employment before your mobilisation and the period after your reinstatement will be treated as continuous.

OTHER VOLUNTARY ACTIVITIES

- 6.1 You may be granted a period of unpaid time off work to carry out voluntary activities not covered by paragraphs 3 to 5 above. Applications for such time off work will be considered on their individual merits, taking into account the business needs of WWRD, which will be the determining factor. Volunteering on behalf of political groups or organisations that WWRD considers unethical or detrimental to WWRD's vision will not be supported.
- 6.2 Staff are required to discuss proposals for volunteering activities and associated needs for support with their line-managers well in advance of any proposed involvement. An application for time-off should be submitted to your line manager at least four weeks in advance, outlining the name of the voluntary organisation, the proposed nature and extent of your involvement and the time-off required. Individuals who have been granted leave under these arrangements must provide formal written confirmation from the voluntary organisation confirming their participation.
- 6.3 Whilst WWRD may endorse the chosen volunteering activities of staff, it cannot accept responsibility for insuring them when engaged in activities outside of its premises. Individuals must therefore ensure that they are adequately covered by their chosen voluntary organisation.