

Volunteering Policy

Introduction

Amey seeks to be an active and responsible member of the communities in which we operate. We are at the heart of modern Britain and our services touch communities throughout the UK. This pride in our public service extends to the ways our employees give back to their local communities by supporting charities, community groups and local initiatives.

Amey define volunteering as 'time off during the working week for employees to pursue their own personal community activities, or employee involvement organised by the company as part of its strategic community investment'.

We believe that as well as the lasting positive impact volunteering has on communities it offers opportunities for our employees' personal and professional development, enabling them to share their skills and experience to help make a real difference to their local community.

Social Impact Days

Amey encourages employees to undertake volunteering activities and actively promotes volunteering opportunities through our 'Social Impact Days' (SIDs) programme.

Full time employees of Amey are eligible for a maximum of 2 days a year of social impact activities taken as paid leave. This can be taken as 2 full days or split between several days throughout the year. For instance, an employee contracted to work 7.5 hours per day, 5 days per week could volunteer for 2 hours a day spread over 7 different days or 1 hour per day over 14 separate days.

Part time employees are also encouraged to take part in SIDs, with a suitable time allocation to be agreed with their manager.

SID activities must take place during normal working hours. Use of SIDs outside of normal working hours will only be recognised as part of the programme where the opportunities are promoted by our corporate programme.

If an employee's SID is only possible out of regular working hours – whether as part of a recognised and/or an Amey promoted opportunity or a personal community activity – time off in lieu is not normally provided. However, it is up to the discretion of line managers and heads of departments to allow the arrangement of flexible working hours if required to facilitate the activity. This would not constitute any change to terms and conditions of employment.

Scope of SID activities

Amey encourages employees to undertake activities which have a lasting social impact on their local communities. Normally these activities will be in partnership with community groups or charities which assist either young people, environmental or social issues. In addition, these activities can support our Employee Chosen Charity.

An employee may use a charitable fund-raising event/day as their SID.

The SID should benefit a not-for-profit, community organisation, or a UK registered charity. Ideally, these organisations must support one or more of the following: the environment, the local economy, education, or employment.

Employees are encouraged to use their skills or areas of expertise to maximise the impact of their SID on the local community or specific beneficiaries.

Examples of Social Impact Days are as follows:

<p>Inspiring young people</p> <ul style="list-style-type: none"> • Taking part in a school's career event • Virtual Amey "Chat and Learn" event • Delivering a STEM event in a local school 	<p>Protecting or enhancing our natural environment</p> <ul style="list-style-type: none"> • Tree planting • Litter picking • Improving green spaces • Cleaning/improving local rivers/canal
<p>Supporting our Employee Chosen Charity</p> <ul style="list-style-type: none"> • Volunteering • Acting as a Marshall or similar at an event • Take on a fundraising challenge 	<p>Supporting local businesses to thrive</p> <ul style="list-style-type: none"> • Mentor or coach people who are setting up new businesses or social enterprises • Use your skills and/or experience to provide advice to SMEs or VCSEs • Support projects that are promoting business innovation
<p>Improving your local community</p> <ul style="list-style-type: none"> • Improving community or charity buildings such as village halls for example painting or decorating • Take part in community safety campaigns • Projects that improve community wellbeing – reducing crime, homelessness etc • Taking part in community awareness raising events such as PRIDE • Support your local school 	

Exclusions

Amey do not make investment in or donations to political parties or religious organisations, however it is recognised that some charities may have links to religions organisations as a secondary motif. Employees wishing to undertake these activities may do so in their own time, independent of their employment with Amey and their volunteering hours.

How to apply

To use a social impact day, employees are required to:

- 1) discuss what and when they to use their SID(s) with their people manager or supervisor. Wherever possible, requests for SIDs should not conflict with any peak work schedule, other work-related responsibilities, or cause conflicts with other employees' schedules.
- 2) complete a 'Social Impact Day Checklist' (AMEY-SV-VOLUNTEERING-FO-01) and provide this to an appropriate manager for approval
- 3) register the SID via HR Self Service - in the same way as an annual leave request (there is an 'Volunteering Day' option).
- 4) after completing the SID, arrange for details on what activity you completed to be submitted onto 'Impact Reporting'. Please ask your line manager for details or head to [Impact Reporting \(amey.co.uk\)](http://amey.co.uk)

Expenses

Amey will reimburse expenses for reasonable travel during normal working hours only. Expenses for SIDs are considered as regular business expenses and must comply with Amey's Business Expense Policy.

Each contract or function will identify to what level it can further support the community activity, we encourage you to work with your manager to find an option that suits you and your team and our clients. All requests will be considered at the manager discretion and considered in line with operational requirements.

Insurance, Risk, Health and Safety

Amey will ensure that employees undertaking recognised and/or promoted volunteering activities as part of our social impact programme are either directly or indirectly covered for insurance purposes in respect of personal injury, professional and public liability insurance.

Where employees undertake personal voluntary work not promoted by the Amey SID programme, the responsibility lies with the employee to confirm or arrange appropriate insurance coverage requirements. Where necessary they should check with the organisation, they are supporting to ensure that the project itself is covered by the appropriate public/employer's liability insurance. Health and safety checks will also need to take place and any relevant training undertaken.

To support and ensure appropriate consideration has been given, a 'Social Impact Day Checklist (AMEY-SV-VOLUNTEERING-FO-01)' must be completed by the person co-ordinating the SID and reviewed by an appropriate manager, as part of the approval to proceed.

The HSEQ team (including Operational Safety Advisors) do not need to attend volunteering days as a form of supervision – but can be used to advise and guide employees in planning their Social Impact Days.

Summary of Social Impact Day responsibilities

All employees have a responsibility to:

- Ensure their SID is within the specified criteria before applying
- Ensure a Social Impact Day Checklist is completed and approved by an appropriate manager before they undertake their SID
- Record their volunteering using HR Self Service.
- Record the impact of the SID via 'Impact Reporting'.

People Managers have a responsibility to:

- Ensure employees are aware of this Volunteering Policy.
- Review completed SID Checklists and approve employee requests to use their Social Impact Day
- Record volunteering using Manager Self Service for each employee who takes part (where they are not able to do so directly)
- Support employees to upload the details of their completed SID to 'Impact Reporting'

The Director of Social Impact is responsible for updating, promoting this Policy.

Revision	Date	Amendment	Content Owner	Mandated By
1.0	01/06/2020	Volunteering Policy issued	Emily Davies	Amanda Fisher
1.1	20/01/2022	Policy updated to x2 days / yr. Plus name change from 'Community Involvement Day' to 'Social Impact Day'	Emily Davies	Amanda Fisher