**Introduction**

This policy sets out how our business engages staff with Employer Supported Volunteering and provides guidance on how colleagues can become involved.

**What is Employer Supported Volunteering?**

Employer Supported Volunteering (ESV) gives employees the opportunity to volunteer during working hours, for example by allowing volunteering leave or team building volunteer days.

ESV allows employees to participate in company organised or approved activities that contribute positively to communities. Taking up this offer within work time can be an ideal way to get involved with volunteering.

**Why are we encouraging ESV?**

Volunteering can improve your health and wellbeing and taking time to connect with colleagues outside of normal work, while supporting local people and places, can have a big impact.

Employer Supported Volunteering can increase employee engagement and skills, improve job satisfaction, enhance team building and collaborations skills, and boost productivity, brand reputation and public relations.

**How to get involved**

Please advise your manager in the first instance if you are interested in ESV and review the Time2Volunteer for Employees guide on the [Time2Volunteer Resources](https://time2volunteer.org/resources/volunteering-organisations/volunteer-management-templates) page.

All staff will be allowed [insert hours/days] paid leave to participate in voluntary activities during working hours within any 12-month period.

We encourage you to use [Time2Volunteer.org](https://time2volunteer.org/opportunities#/) to search for suitable opportunities. If you are already aware of an opportunity that may be suitable or that you wish to be involved in, please advise your manager.

Your manager must pre-approve in writing any volunteer opportunity that you wish to be a part of, before you apply to it. You must advise your manager of a volunteer application and any future responses or actions.

**Need to know**

If you are volunteering as an individual, you will be given a named contact within our business and a lone working procedure will be followed.

Our employee’s liability insurance cover includes staff working or volunteering off-site.

Whilst out volunteering as part of our ESV offer, you should continue to follow your employee’s code of conduct, including behaving respectably, responsibly, and following all of our policies and procedures.