

# VOLUNTEERING POLICY



July 2019

## **Our corporate responsibility pledge:**

Our community programme supports and enhances the communities in which we work and live.

All Saputo Dairy UK employees are entitled to a fully-paid day of volunteering each year and are actively encouraged to take this up.

## **Policy Statement**

Saputo Dairy UK encourages and supports employees who wish to do volunteer work within the local community or for charitable institutions. Supporting volunteering activities helps Saputo Dairy UK to build relationships with the local community and improve how it is perceived within it. All employees will be dealt with in a fair and consistent manner and in accordance with this policy.

## **Purpose**

The purpose of the volunteering policy is to ensure that the correct procedures are followed to maintain consistency and equality throughout the business, to ensure we have accurate records of the volunteering that takes place and to ensure that our volunteering activities fit with Saputo Dairy UK's values and Corporate Responsibility pledges.

## **Aim**

This policy applies to all current and potential employees.

## **Scope**

The aim of this policy is:

- To provide all employees with a clear framework of how to be involved;
- To encourage our employees to learn and apply new work related skills in a safe environment;
- To build Saputo Dairy UK's reputation as a responsible company;
- To support our position as a socially responsible employer; and

- To ensure we maintain accurate centralised records of the volunteering that takes place.

## **Volunteering: supporting employees during volunteer work**

### ***1.0 Introduction***

Saputo Dairy UK encourages and supports employees who wish to carry out volunteer work within the local community or for charitable institutions. All Saputo Dairy UK employees are entitled to a fully-paid day of volunteering each year and are actively encouraged to take this up.

Supporting volunteers helps Saputo Dairy UK to build relationships with the local community and improve how it is perceived within it.

Employees who do volunteer work can use the skills that they have developed in a range of ways in the workplace and to help the community. Volunteering can help them to practice or learn new skills including, for example, team working and leadership qualities; and improve their morale, physical health and work-life balance.

More information about the Community and Volunteering at Saputo Dairy UK can be found on the intranet, along with a list of Site Community Coordinators and relevant forms mentioned in this document.

### ***2.0 Types of volunteering supported***

Saputo Dairy UK supports employees who undertake community or charitable activities that are in line with our values and Corporate Responsibility pledges. This includes:

- Community or charitable project work;
- Environmental work and conservation projects;
- Fundraising for community projects or charities;
- Providing careers advice or curriculum support at schools or colleges; and
- The administration of public events.

The types of volunteering that will be supported are entirely at the discretion of Saputo Dairy UK. Ideally projects should relate to education, health, local causes, youth engagement & employability, farming and the countryside.

It is important that we protect our good reputation as an employer and that of our brands. We must therefore ensure that both the activity and the volunteers meet our values and Corporate Responsibility pledges.

Volunteering can either be organised centrally or at the instigation of individual employees. Centrally organised volunteering initiatives include:

- **Feeding Britain's Future (FBF) programme** – an IGD led event where employees attend a two-hour facilitated careers discussion at a local school.
- **Partnership agreements with local schools and colleges** – activities vary depending on local needs, however, can include mentoring, reading skills, assisting in making GCSE, A-Level and further education choices.
- **The Prince's Trust 'Team programme'** – these include providing work experience, training and advice on presentation skills, practice interview sessions including support on updating CVs, application forms and covering letters.

Employees can identify local groups with which they wish to volunteer, either individually or as part of a team. Projects should relate to education, health, local causes, youth engagement & employability, farming and the countryside.

Volunteering schemes are open to all employees (other than those on probation or with below average performance reviews).

Employees who would like to take part in a volunteering scheme must follow the

application process mentioned later in this document.

### ***3.0 Applications to volunteer***

Any employee (other than those on probation or with below average performance reviews) may apply.

Employees who wish to volunteer should obtain approval from their line manager and Site Lead who should take into account the guidelines noted in 2.0. The Site Community Coordinator must be informed using the Volunteering Application Form provided in **Appendix 1**. The Site Community Coordinator should log the request and forward it to the central Saputo Dairy UK Community Coordinator for record keeping.

### ***4.0 Requirements to work on volunteering schemes***

Employees may be required to demonstrate that they have particular skills and experience before undertaking certain volunteering work.

Employees may also have to undergo a medical check for some activities due to the risks involved. Some roles, for example those involving contact with children or vulnerable adults, may require criminal record checks.

Health and Safety risk assessments may need to be carried out.

### ***5.0 Insurance***

Saputo Dairy UK's insurance policy provides cover for employees involved in activities directly connected with the business but also including social, sports, educational and welfare organisations. **In exceptional circumstances, the legal department should be advised via the Saputo Dairy UK Community Coordinator so that they can inform insurers.**

### ***6.0 Monitoring and News Articles***

All volunteering requests will be recorded by the Site Community Coordinators as part of the process.

Volunteers are required to report the time they spend on volunteering activities to the Site Community Coordinator in order for Saputo Dairy UK to record time invested in community initiatives centrally.

Volunteers are also encouraged to write an article for their local Employee Monthly Updates or weekly Round-up articles. This helps spread the word across the Company, raise the profile of the Charity or Group, and encourage others to take up volunteering.

## Appendix 1

### VOLUNTEERING APPLICATION FORM

<b>Name(s):</b>	
<b>Office location/department:</b>	
<b>Name of the cause you would like to support:</b>	
<b>Volunteering activity (include time off required/dates etc. And attach supporting documentation if applicable)</b>	
<b>What category best describes the cause:</b>	<input type="checkbox"/> Health <input type="checkbox"/> Education / Employment <input type="checkbox"/> Youth Engagement <input type="checkbox"/> Environment / Countryside
<b>Why do you want to support this cause?</b>	
<b>Line manager approval for time off:</b>	(Signature, Name, Job Title)

**SUBMIT FORM TO LOCAL SITE COMMUNITY COORDINATOR FOR APPROVAL**

*(check the intranet for the most up to date list of names)*

We cannot support:

- Projects aimed at raising money for third party giving organisations
- Exclusive / political organisations
- Projects that only benefit individuals