

# C. Employee Volunteering Policy

An employee volunteering policy expresses the business' commitment to encouraging its employees to participate in volunteering activities within the community. A written policy formalises the activity and communicates to the employees the intentions and objectives of the business. It also provides guidelines and procedures for the program's operations.

When drafting a policy, consider the following:

1. Include a statement as to why the business has chosen to support the community in this way.
2. What will be the guidelines on selecting not-for-profit partners and will there be any exclusions?
3. Are there any restrictions on the types of activities staff can do?
4. What administrative processes need to be followed by staff?
5. Is paid time off allowable and if so, how many days per year and to which staff? Will time in lieu be considered for volunteer work out of normal working hours?
6. Will there be any budget available for reimbursing staff for any costs associated with the volunteering?
7. Will there be any funds or in kind support available to contribute to the volunteering project?
8. Will the business extend workers' compensation coverage to staff while they volunteer?
9. Will the business support staff who volunteer in their own time? If so, how?
10. How, when and by whom will the program be evaluated?

Remember that volunteering is always a matter of choice!