Imagination

EMPLOYEE VOLUNTEERING FRAMEWORK

WHAT'S IT ABOUT?

At Imagination we believe in the double benefit of volunteering; for the volunteer who develops their skills and awareness, and the beneficiary who directly benefits from the intervention.

Volunteering is a key element of social action, practical action for the benefit of others and so we encourage all our employees to take two days paid leave during office hours to support good causes. However, volunteering is optional and there is no expectation for employees to take part.

What is a volunteer?

A volunteer is a person who donates their time, skills, and experience for the benefit of society, the community, or the environment. A volunteering activity should demonstrate a positive social, economic, or environmental impact.

HOW IT WORKS

Employee volunteering and time allowed

All employees can take two paid days leave to volunteer during the financial year (January – December). The time can only be taken during office hours, Monday to Friday.

Employees can volunteer in two ways:

- Self-sourced, pre-approved volunteering activities.
- Company-organised activities which are identified as volunteering opportunities.

For self-sourced activities, a letter or email is required to confirm the activity. Key information to include:

- The name of the charity/organisation.
- Category of support.
- Details/benefits of volunteering.
- Date(s) required.

In Company-organised or team-organised activities, the organiser will identify a volunteering opportunity and establish a team of volunteers to participate in it. Teams may be drawn from across the organisation or from a single department.

It's important to note that there is no expectation or pressure on employees to take part in volunteering, either independently or as part of Company-organised activities. It is voluntary.

Depending on the nature of the volunteering activity, the annual entitlement can be taken as full days or half days during the year or in another format agreed with your line manager.

Line managers need to approve any time off for volunteering in advance, ideally at least one month ahead of the proposed activity.

Recording time allowed for volunteering

Employees should record their volunteering day(s) in PeopleHR as "Other Events" once approved by their line manager otherwise it may result in the days being counted as annual leave.

Line managers need to approve any time off for volunteering in advance, ideally at least one month ahead of the proposed activity.

Why volunteer?

Employee volunteering can make a positive difference within our communities, while also providing benefits to the individuals involved and the Company:

Benefits the community

- Helps resource-scarce organisations deliver their services to the benefit of the community.
- Employee volunteers contribute time, skills, and enthusiasm to get things done. - Improves the lives of individuals within the community.
- Supports the development of robust and resilient societies.

Benefits the person

- Personal achievement and satisfaction from giving back to the community.
- Develops personal skills and enhances professional development.
- Improves employability.
- Builds and strengthens relationships and provides networking opportunities.
- Boosts confidence.
- Increases social health and wellbeing.

Benefits the company

- Strengthens local reputation and creates positive brand awareness.
- Builds relationships with the wider community.
- Enhances employee skills and develops teams; volunteering drives collaboration and inclusion and broadens employees' horizons as they work with people from different backgrounds and sectors.
- Improves recruitment and retention as people want to work in a socially responsible organisation.

Types of volunteering supported

Volunteering could include, but is not limited to, activities such as:

- The promotion and development of STEM (Science, Technology, Engineering and Mathematics) careers, through engagement with local educational establishments.

- Helping at a local homeless shelter or food bank.

- Helping create a local community garden or planting trees.

- Fundraising activities for community projects or charities.

Nicky Maxwell-Braithwaite
Fundraising Manager

Imagination

www.imaginationtech.com

UK t: +44 1923 260511