



Employer Supported Volunteering (ESV)

This policy relates to: Seetec Group

Document owner: Group HR Director

Document author: HR Business Partner

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1.0 Scope

This policy is applicable across the Seetec Group including all corporate services functions and business streams (including: Seetec Business Technology Centre Ltd, Seetec Employment and Skills Ireland DAC, Seetec Outsource Training and Skills Ltd, Seetec Pluss Ltd, Pluss CIC, Seetec Justice Ltd and Kent, Surrey and Sussex Community Rehabilitation Company Ltd).

2.0 Policy Aims

Seetec supports employees who wish to do volunteer work within the community or for charitable institutions. Supporting volunteers helps the organisation 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 at work to help the community; learn new skills including, for example, leadership qualities; and improve their morale, physical health and work-life balance.

3.0 Principles of the Policy

3.1 Types of Volunteering Supported

The organisation supports employees who are undertaking community or charitable activities, including:

- community care work;
- environmental work and conservation projects;
- fundraising for community projects or charities; and
- the administration of public events.

The types of volunteering that will be supported are entirely at the discretion of the organisation.

3.2. Volunteering Scheme

Employees are offered the opportunity to do volunteering work with the support of and under the sponsorship of the organisation.

Employees may choose to organise their own volunteering activity, or a manager may choose to organise a team volunteering day/activity.

Volunteering is open to all employees. Employees/Managers should obtain permission from their Line Manager before committing to specific activities and dates. All requests will be granted subject to business needs.

The Company will:

- give paid leave up to a maximum of one day per year in order for the activities to be carried out;
- this can be taken as one full day or two half days.

Note: employees may be asked by Internal Communications to write a short article on the project and their experiences for monitoring and publicity purposes.

3.3. Obtaining Approval and Recording Volunteering Leave

Volunteering leave requests must be submitted through Employee Self-Service. This must be approved by your Line Manager prior to any leave being taken.

The company reserves the right to refuse volunteering leave where there will be a detrimental impact on the business needs or because of other absences in the team.

3.4. Insurance

Employees doing volunteer work are covered for insurance purposes in respect of personal injury, professional and public liability insurance.

4.0 Additional Resources, Information and Help

4.1 Information and help

Department / team: Human Resources

Email: hr@seetec.co.uk

Telephone: 01702 201070 // 08445 220006

5.0 Document Control

This is the change history and sign off information.

5.1 Version Control

Record of Amendment		
Version Number	Date of Issue	Detail of Change
v1.0	Oct 2018	Initial issue of document
v.2.0	August 2020	Review and template change only

5.2 Next Review Date

The next scheduled review of this document will be: August 2022

5.3 Document Sign-Off

Document Sign-Off from Functional Head / Director			
Position	Name	Signature	Date
Group HR Director	Sasha Ashton		14/08/2020
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