

Employer-Supported Volunteering Policy

Your Business Name

1. Our Commitment to the Community

At [Your Business Name], we're proud to be part of the Mid Sussex community. We believe that giving back helps strengthen the places where we live and work — and it's something we're genuinely passionate about. This policy sets out how we support our team to get involved in volunteering and make a positive local impact.

2. Who This Applies To

This policy applies to all our permanent employees, whether full-time or part-time. Volunteers, freelancers, and temporary staff are welcome to get involved informally, but are not covered by the formal paid time-off arrangement.

3. What Counts as Volunteering

We're happy to support volunteering that:

- Takes place with a registered charity, school, or recognised local cause
- Helps the local community in Sussex (or nearby)
- Is safe, inclusive, and aligned with our values

Examples include:

- Supporting a local food bank or community kitchen
- Helping out at a school, hospice, or community centre
- Skills-based volunteering (e.g. marketing help for a charity, becoming a Trustee)
- Local conservation or clean-up projects

4. Volunteering Time Off

Each team member is entitled to up to **3 paid days per year to volunteer** during working hours. This is on top of your regular holiday entitlement. These days can be taken as hours throughout the year, once agreed in advance with your line manager. For example, you may want to become a volunteer driver for a local group supporting older people and the volunteer role requires a minimum of 2 hours per month during the working day.

If you'd like to do more, we're happy to consider flexible working around it — just speak to your manager.

5. How to Arrange It

We like to keep things simple:

1. Talk to your manager with a bit of notice — ideally at least a week.
2. Let us know:
 - What you're doing
 - When and where
 - Who it's with
3. Once agreed, you can take the time as a normal paid workday (no need to use annual leave).

We trust our team, but we may ask for a quick note or confirmation from the organisation involved, especially for longer or recurring projects.

6. Company-Initiated Volunteering

Now and then, we might organise group volunteering days — great for team-building and supporting causes we care about. These are optional but encouraged. We'll give plenty of notice and make sure they work around business needs.

7. Expectations

While volunteering, you're still representing [Your Business Name], so we ask that you:

- Turn up on time and act respectfully
- Follow any guidelines set by the organisation
- Let us know if anything unexpected comes up

8. Feedback and Impact

We'd love to hear about your experience. A quick chat or email after your volunteering helps us understand the impact we're making together — and inspires others to get involved.

9. Final Notes

This is a living policy — we'll review it yearly and are always open to suggestions. Our goal is to support causes that matter to you and help build a stronger, kinder Mid Sussex.