



INTO Employee Volunteering Policy

General Policy Statement

INTO University Partnerships and its non-profit arm, INTO Giving, are pleased to offer INTO employees two volunteering days per annum.

Volunteering is a terrific way to give something back to your local community or a cause close to your own heart. It's also a way to develop or hone new skills.

Employees may volunteer, individually or in teams, at any charity that falls within INTO Giving's range of humanitarian and community charitable causes:

- **Education**
- **Poverty prevention and relief**
- **Advancement of health**
- **Community development**
- **Amateur sport**
- **Environmental protection and improvement**
- **Science**
- **Human rights**
- **Social diversity and harmony**
- **Relief of those suffering disability**
- **Relief of social or medical disadvantage**
- **Efficiency of fire, rescue and ambulance services**

INTO employees who want to use their two annual volunteering days, whether in total or in part, should complete the INTO Giving employee volunteering form and submit it to their manager for approval at least 10 working days prior to proposed volunteering date.

The timing of volunteering is subject to manager approval.

Helpful hints

- Many charities will list volunteering days on their website, most typically under landing page headings such as 'Get involved' or 'How you can help'.
- Volunteering does not need to be confined to activities such as cleaning up an outdoor public space, painting a community centre or serving food at a homeless shelter. If you have a particular skill - for example IT, Excel or graphic design - help is also needed in areas of 'professional' expertise.
- Wherever appropriate, please send photos or videos of your volunteering to info@give.intoglobal.com (quick blogs are also very welcome too)

Step-by-step volunteering guidelines

1. Employee completes a volunteering request form, available from INTONET or the INTO Giving website.
2. Manager approves the request by signing the form.
3. Employee scans and emails the signed form to INTO Giving and to local INTO HR representative.
4. Employee logs volunteer day(s) on INTO People, and their manager approves it.
5. Employee volunteers gets charity (at which they're volunteering) to sign form verifying that the employee has completed a specified number of hours.
6. Employee sends INTO Giving any volunteering pictures or videos; INTO Giving will promote the activity online through its website and social media, and adds them to the portfolio of volunteering photos and videos. Please send pictures and videos to info@igive.intoglobal.com

Notes:

- Volunteering may be taken as half-days or full days, for example, one-half day, one day, one and a half days, two days - and not numerous one or two hour segments that, in time, total half or full days.
- Volunteering days cannot be used as annual leave
- In accordance with the registered remit of INTO Giving, political, religious, police and animal welfare charities are currently outside the scope of eligible non-profit causes
- Where applicable volunteering days are not available to new employees serving their probationary period.
- Volunteering days - two per annum from 1 August - 31 July - are replenished at the start of the financial year (August to July).
- New employees who join INTO in the first half of the financial year (August - January) receive two volunteering days on passing probation; those who join from February receive one day, following probation, until the start of the new financial year.
- Volunteering days expire at the end of INTO's financial year. Any unused volunteering days cannot be carried forward.
- Employees are responsible for arranging their own transport and food when volunteering (although these are sometimes provided by their hosts)
- Weekend volunteering activities do not earn employees a day off in lieu
- If a cross-departmental team of employees wish to volunteer, it requires signed approval of all managers whose team members are volunteering