



# **VOLUNTEERING POLICY**

**October 2010**



Dairy Crest Vision: 'As we grow we will look after our people and the communities where we work'



- Values:

- We Listen – We act responsibly with a passion to do the right thing

- Behaviours:

- We make all decisions as if we are here forever and always consider the long-term implications of our actions
- We live and breath our corporate responsibilities and always try to act in the spirit of these
- We take personal responsibilities for living up to our company values and driving these through out our day-to-day actions
- We work to high standards of integrity and ethics
- We always do what we say we will and promise only what we can deliver



## Policy Statement

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Dairy Crest supports employees who wish to do volunteer work within the local community or for charitable institutions. Supporting volunteers helps Dairy Crest to build relationships with the local community and improve how it is perceived within it. All employees will be dealt with in a fair and consistent manner and in accordance with this policy.

## Purpose

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The purpose of the volunteer policy is to ensure that the correct procedures are followed to maintain consistency and equality throughout the business.

## Scope

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This policy applies to all current and potential employees.

## Aim

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The aim of this policy is:

- To provide all employees with a clear framework of how to be involved
- To build Dairy Crest's reputation as a responsible company
- To support our Employer Brand as a socially responsible employer



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## Volunteering: supporting employees during volunteer work

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### **1.0 Introduction**

Dairy Crest supports employees who wish to carry out volunteer work within the local community or for charitable institutions. Supporting volunteers helps Dairy Crest 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 in a range of ways in the workplace and to help the community. Volunteering can help them to learn new skills including, for example, team working and leadership qualities; and improve their morale, physical health and work-life balance.

### **2.0 Types of volunteering supported**

Dairy Crest supports employees who are undertaking community or charitable activities including:

- Community or charitable project work
- Environmental work and conservation projects
- Fundraising for community projects or charities
- The administration of public events

The types of volunteering that will be supported are entirely at the discretion of Dairy Crest. Ideally projects should relate to education, health, local causes and farming/the countryside.

There are two key ways in which Dairy Crest supports volunteering:

- a) through Dairy Crest sponsored or led opportunities (see 2.1 below)
- b) through opportunities identified by individual volunteers (see 2.2 below)

### **2.1 Volunteering schemes operated by Dairy Crest**

Employees are offered the opportunity to do volunteering work with a number of named organisations and/or on a number of specific projects with the support of and under the sponsorship of Dairy Crest.



A full list of the organisations with which Dairy Crest is in partnership and the specific projects that Dairy Crest sponsors can be obtained on the gardens site.

## **2.2 Other ways of volunteering**

Alternatively employees can identify local groups with which they wish to volunteer. These should in the first instance be discussed with individual line managers.

Employees who would like to volunteer for a Dairy Crest operated scheme but who feel that the current opportunities are not suitable for them can register an interest. They will be notified when a suitable opportunity becomes available.

Volunteering schemes are open to all employees. Employees who would like to apply to take part in a volunteering scheme must first obtain the permission of their line manager, and then apply using the community plan application form on the gardens.

## **3.0 Suggestions for new volunteering schemes**

Employees can also make suggestions for developing new partnerships with organisations, or specific projects that could be initiated. These may range from long-term partnerships to short-term projects involving a small number of employees.

Employees should complete the community plan application form and send it to the Community Committee at Claygate. The proposal should set out details of the project, why it is being proposed and a rough estimate of the time and cost that it is likely to involve.

Consideration will be given to the overall costs of the proposed project, the burdens on the individuals who will be volunteering and the benefits to the business and wider community. A final decision on the viability of the proposal will be made by the Community Committee.

## **4.0 Arrangements**

The arrangements that are made to allow an employee to carry out volunteering work (whether part of a Dairy Crest scheme or otherwise) will depend on the scale and nature of the project. The employee may be:

- Given paid leave up to a maximum of 1 day per year in order to carry out work on the project
- Allowed to work flexible hours to enable them to work on the project or
- Seconded to the project for a set period of time.



## **5.0 Applications to Volunteer**

### **5.1 Dairy Crest Schemes**

Employees who wish to undertake volunteering work under a scheme operated by Dairy Crest should apply in writing to their manager, using the community plan application form on the gardens. Once the form has been approved by the manager it should be sent to the Community Committee team at Claygate. Any employee (other than those on probation or with below average performance reviews) may apply.

A meeting will be arranged with the employee to consider whether the employee's request to work under the scheme should be allowed and what leave from their normal job or changes to the employee's working hours may be required. The employee may also be seconded to work on the project for a set period of time.

### **5.2 Other Volunteers**

Employees who wish to undertake independent volunteering in work time should apply in writing using the community plan application form.

## **6.0 Refusing request to change working arrangements**

Whilst every effort will be made to accommodate them, Dairy Crest reserves the right to refuse employees' requests to change their working arrangements to undertake volunteering work. A request may be refused if it is believed for example that (this list is not exhaustive):

- There will be a detrimental impact on the business needs of the employee's department
- Work within the department can not be rearranged to accommodate the employee's varied hours
- The employee's individual performance levels are likely to suffer
- The costs of the new arrangements will be too great.

## **7.0 Review of new working arrangements**

The employee and their line manager will meet regularly after the new working arrangement has been put into place to discuss:

- What effect the new arrangements are having on the employee's department
- How the employee is coping with balancing their day-to-day job with the volunteering work



- Whether Dairy Crest can offer any further support for the volunteer.

Employees will be asked to write a short report on the project and their experiences for monitoring and publicity purposes.

## **8.0 Requirements to work on schemes operated by Dairy Crest**

### **8.1 General**

Employees will be required to demonstrate that they have particular skills and experience before undertaking certain volunteering work. Dairy Crest can provide training to help employees meet these requirements.

Employees may also have to undergo a medical check for some activities due to the risks involved. Some roles, for example those involving contact with children or vulnerable adults, will require criminal record checks.

### **8.2 Insurance**

Dairy Crest will ensure that employees doing volunteer work are covered for insurance purposes in respect of personal injury. Dairy Crest will also ensure that employees doing volunteer work are provided with professional and public liability insurance.

## **9.0 Volunteer agreement**

Employees who are accepted as volunteers will be asked to sign a volunteer agreement (a separate document is required). The volunteer agreement will set out the project, the volunteer's role, any changes to working time, working patterns or pay, insurance cover and any other terms and conditions.

The agreement will specify the manager who will be supervising the volunteering work. Any queries or problems relating to the volunteering work should be addressed to the manager.

## **10.0 Volunteering undertaken outside work**

Dairy Crest also recognises that employees may wish to undertake volunteer work in their free time. Where possible, Dairy Crest will support employees by:

- Giving paid leave up to a maximum of 1 day per year in order for them to do outside volunteer work; or
- Allowing flexible working hours.



## **11.0 Other support**

Dairy Crest will endeavour to provide any further support that can be given to volunteers. Where practical this will include making Dairy Crest's facilities, including office space, telephones, computers and stationery, available to them to assist with their work.

## **12.0 Monitoring**

All volunteering requests will be recorded as part of the process.

