

# Group Employee Volunteering Policy

2022

# 1. Introduction

Spirax Group (“Group” or “Company”) has committed to be a force for good in the communities in which it operates. We seek to improve the wellbeing of people in our local communities through a range of community engagement activities, with employee volunteering an important element of the Group’s community engagement programme.

Through our volunteering activities we seek to respond to local needs and help to address global sustainability challenges. For example, undertaking activities that relieve poverty, improve access to education, tackle inequality, improve resilience to climate change or deliver positive biodiversity impacts.

All volunteering activities must adhere to this policy, and also to the Group Charitable Donations Policy.

## 2. Purpose of the Employee Volunteering Policy

This policy formalises our commitment to employee volunteering by establishing an entitlement for all Group employees, irrespective of their status or position within the Company, to three days of paid volunteering leave per year.

The policy allows employees to utilise paid working hours to volunteer, or to receive time off in lieu for Company-organised or Company-approved volunteering activities that take place in their own time. The policy is intended to help and support employees wishing to volunteer and provides a framework for good practice.

## 3. 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 must be able to demonstrate a positive social or environmental impact.

A volunteer refers to any person employed by Spirax Group who undertakes an activity on behalf of and agreed by the Company. Volunteers are not employees of the organisation for which they volunteer and there is no legally binding contractual relationship between the volunteer and the organisation that they volunteer for.

## 4. Employee Volunteering and Time Allowed

Employee volunteering leave will ideally be used in Company-organised community engagement activities, as the collective impact and benefits of a team of colleagues working together is likely to be greater than individually organised volunteering activities.

However, this policy also allows individuals to use paid volunteering leave to participate in self-organised volunteering activities as long as they are pre-approved by the individual's line manager before the activity takes place and are in alignment with this policy. Self-organised, Company-approved volunteering activities will normally take place during working time. (See Appendix 1 for definitions of Company-organised and Company-approved volunteering.)

In Company-organised activities, a project manager(s) will identify a volunteering opportunity and establish a team of volunteers to participate in it. Teams may be drawn from a single department of a Group company, across multiple departments of a Group company, or across multiple Group companies.

Depending on the nature of the volunteering activity, the annual entitlement can be taken as full days, half days, or as a series of shorter periods, for example an hour a week over several weeks.

If Company-organised or Company-approved volunteering activities take place outside of working hours, employees participating should receive time off in lieu equal to the hours spent volunteering.

## 5. Why Volunteer?

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

### 5.1 Benefits to the community

- Helps resource-scarce organisations deliver their services to the benefit of the community
- 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
- Improves the local environment
- Helps tackle global sustainability challenges

### 5.2 Benefits to the volunteer

- 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
- Supports health and wellbeing

### 5.3 Benefits to the Company

- Strengthens our 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

## 6. Types of Volunteering Supported

The Company will support volunteering activities that are compatible with our stated objective of improving wellbeing in our local communities and that are in accordance with the Group Charitable Donations Policy. Partner organisations will likely be charities, not-for-profit organisations or educational establishments.

The types of volunteering that will be supported will be entirely at the discretion of the Company. Volunteering opportunities will be available equally to all employees and they can put forward suggestions for community organisations to support, specific projects to be initiated or can identify and organise their own volunteering opportunities.

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

- The promotion of STEM (Science, Technology, Engineering and Mathematics) skills and careers, through engagement with local schools or universities
- Helping manage donations at a local food bank or distributing food, sanitary or other supplies to community members in need
- Applying engineering skills for the benefit of the community, such as providing expert advice free of charge, designing an exhibit for a science festival or refurbishing wheelchairs
- Applying professional skills for the benefit of a charitable organisation, such as providing free access to legal or financial advice or developing a marketing campaign
- Participating in a tree planting activity, picking up litter or planting a wildflower meadow
- Organising fundraising activities for community projects or charities

Approval to participate in a volunteering activity must be obtained from an individual's line manager in advance, ideally at least one month ahead of the proposed activity.

## 7. Volunteering Conditions

The Company will make reasonable provision to accommodate an employee's volunteering request. However, the Company reserves the right to refuse an employee's request if, for example:

- The volunteering activity or organisation to be supported is not considered to be compliant with the Group Charitable Donations Policy
- The employee's absence will have a detrimental impact on the business needs of the employee's department (in which case the employee should liaise with their line manager to, if possible, reschedule the activity at a time when it will not impact the business needs of the department)
- The number of volunteering days undertaken by an employee in that year has exceeded their entitlement

In exceptional circumstances, in order to maintain services to our customers or meet other critical business needs, the Company reserves the right to withdraw approval after it has been given or to recall an employee should the situation demand it. In such instances, the employee will be entitled to reschedule the volunteering activity and complete it on a different date.

## 8. Volunteering Principles

While participating in a volunteering activity, employees are representing the Company. As such they commit to:

- Respect the privacy, property and confidentiality of others
- Be diligent and committed to the task in hand for the duration of the volunteering activity
- Act in an appropriate way at all times, in accordance with the Group's Values
- Do nothing that could put themselves or others at risk
- Inform the organiser if they are unable to attend
- Support any marketing or promotional activities that arise as a result of their volunteering activity

## 9. Health and Safety

The health and safety of our employees is of the utmost importance. While undertaking Company-organised volunteering, the responsibility for employees' health and safety lies with Spirax Group, as well as the organisation they are volunteering with.

In advance of a volunteering activity taking place, a suitable and sufficient risk assessment must be undertaken, either by a Company employee or the volunteering organisation. Examples of risks might include exposure to the sun, manual handling, working with power tools, working at height or risk of infection. The risk assessment should include all the necessary controls required to reduce the identified risks and detail safe working procedures, including the safe use of equipment. All tools and equipment used must be in good condition. Where required, appropriate training should be delivered before undertaking the volunteering activity and all Personal Protective Equipment (such as safety shoes, gloves, safety glasses or overalls) required to undertake the activity safely must be used.

While undertaking volunteering, employees should follow safe working practices at all times, taking suitable precautions to ensure that they do not risk their health and safety or the health and safety of others around them. If an employee does not feel safe while undertaking any tasks, they should stop the job immediately and inform the Company leader or a representative of the volunteering organisation. The risks should be reviewed and controls implemented to eliminate or reduce the risk to an acceptable level.

## 10. Insurance

If an employee undertakes a Company-organised volunteering activity they will be automatically covered by the Group's Public Liability Insurance. However, if an activity carries an unusually high level of risk, this should be disclosed to Group Legal at least two weeks in advance of the activity taking place, so the insurers can be advised (contact: [group.legal@spiraxgroup.com](mailto:group.legal@spiraxgroup.com)). It is the responsibility of each Group company to ensure that their local Employer's Liability Insurance or Worker's Compensation scheme provides suitable cover for employees, family or friends participating in Company-organised volunteering activities.

If an employee organises an independent, Company-approved, volunteering activity, to take place in working hours, they will be covered by the Group's Public Liability Insurance. However, as with Company-organised volunteering activities, an appropriate risk assessment should be undertaken in advance of the activity and if the activity carries an unusually high level of risk the employee must contact Group Legal at least two weeks prior to the activity, so the insurers can be advised. It is the responsibility of each Group company to ensure that their local Employer's Liability Insurance or Worker's Compensation scheme provides suitable cover for employees undertaking independently organised, Company-approved volunteering activities.

## 11. Expenses

Any travel or subsistence expenses relating to employee volunteering must be agreed in advance. Where travel or subsistence costs are incurred in Company-

organised volunteering activities it is anticipated that the Company organising the activity will cover these costs, although this should be agreed in advance by the employee's line manager. If a volunteering activity is independently organised there is no expectation or obligation for the Company to cover an employee's travel or subsistence costs. However, at the line manager's discretion, and if agreed in advance of the expenses being incurred, the Company may choose to support the volunteering activity by paying some or all related expenses.

## 12. Reporting

Each Group company must keep a record of all employee volunteering completed, which should be reported to Spirax Group at least quarterly, using the Volunteering, Charitable Donations and Biodiversity Portal.

Information required includes:

- The name of the beneficiary organisation (where there is one)
- The category of support (Arts/Culture, Biodiversity, Economic development, Education, Emergency relief, Environment, Health, Social welfare, Other)
- A brief description of the volunteering activity
- The names of employees involved in the activity
- The total number of hours volunteered
- Any costs incurred by the Company (cash or in-kind) in support of the volunteering activity

Please see the *Community Engagement Volunteering Guide for Managers & Champions* or the *Community Engagement Volunteering Guide for All Colleagues* for more detail on how to request, record and report volunteering activities.

## 13. Implementing this Policy

It is up to each Group company to decide how best to implement this Policy locally. Guidance can be found in the *Community Engagement Volunteering Guide for Managers & Champions*. A template Risk Assessment is also available on the Group's intranet, along with the Volunteering, Charitable Donations and Biodiversity Portal and volunteering activity toolkits.

# Appendix 1: Key terms

## Company-organised volunteering

Volunteering activities organised by a Company employee, such as a Community Engagement Champion or a team leader, for colleagues. Company-organised volunteering can take place within or outside of working hours, with volunteers given time off work to participate during working hours or time off in lieu if the activity takes place outside of working hours.

## Company-approved volunteering

Volunteering activities that are independently identified and organised by an individual Company employee, and where manager approval has been granted to participate. Company-approved volunteering will usually take place within working hours with volunteers given time off work to participate. However, Company-approved volunteering may take place outside of working hours, with time off in lieu given if pre-approved by the employee's manager.

## Community Engagement Champion

An employee appointed by a Group company to support the company's community engagement activities, including volunteering.

## Time off in lieu

For every hour volunteered in Company-organised or Company-approved volunteering activities taking place outside of working hours, employees are given an hour off work. Volunteers should agree with their managers when time off in lieu can be taken, and it will generally be taken within the same calendar year as the volunteering activity.

## Volunteer

A person who donates their time, skills and experience for the benefit of society, the community or the environment.