



B4B Benchmark for Better Employee Volunteering Policy

General

Benchmark Holdings plc recognises that the Company and its employees have a significant role to play in the communities in which we work and live.

Benchmark encourages its employees to develop and harness their skills by working with voluntary organisations. This, we believe, contributes to the employee's personal development while making a positive impact in our communities.

To support this, subject to operational needs and Line Manager's approval, the Group allows employees to take up to a maximum of 2 working days of paid work time per year for community volunteering.

Guiding Principles

When using the volunteering paid time off, employees are required to comply with the rules and processes detailed in this policy. Employees are bound by all the group policies whilst on paid leave for volunteering.

Employees can use their volunteering paid time to get involved in a variety of volunteering activities as long as they do not create a conflict of interests for the employee or the group.

The group intends to develop opportunities for employees to participate in individual or group-led volunteering activities delivered through partnerships with reputable and effective local organisations.

Eligibility

All employees who passed their probationary period are eligible to apply for paid time off for volunteering as detailed in this policy.

When a criminal record bureau check is required by the charity concerned due to the circumstances of the volunteering activity, any employee who does not pass the check will be disqualified for any volunteering activity requiring such checks.

Conditions and Rules

The maximum possible paid time off for volunteering will be 2 working days per annual leave cycle. Employees who join the group within the first 6 months of the leave year are eligible to apply for the full year's hours and employees who join in the last 6 months of the leave year, to one working day.

Volunteering time may be taken in any combination subject to the impact on the operational requirements of the business and approval by the Line Manager. Time not taken within the annual leave cycle, cannot be accumulated. Paid volunteering time includes time required to travel to and from a volunteering activity.



Volunteering paid time off will be subject to approval by the employee's Line Manager on production of satisfactory evidence of the volunteering activity. Approving such requests is at the line manager's discretion, having considered.

- The impact on the core business activity,
- Whether the activity is appropriate and/or aligns with Benchmark's values and does not conflict with any aspect of our work.
- The status of the proposed organisation as a registered charity, and,
- Other factors which may be relevant

Where the proposed organisation is not a registered charity, Benchmark's B4B (Benchmark for Better) Committee will provide guidance to the Line Manager on suitability of the proposed activity.

No payments will be made in lieu of time not taken or for personal time used to volunteer.

No payments will be made by the group to employees for costs incurred by the employee partaking in the volunteering activity.

Impact of the policy on conditions of employment

This policy does not form part of your contract of employment.