

## Employee Volunteering Policy

### Purpose

As part of our corporate social responsibility, J Coffey Group recognise the positive benefits that come from increased community engagement and encourage our employees to volunteer for activities in the local community.

The aim of this policy is to enable and support members of staff to be proactive in voluntary activities that mutually benefit the individual, the company, and the community. The policy has been developed to define the meaning of volunteering, the benefits which result from volunteering activities and to detail the process for applying to undertake volunteering activities.

The Company welcomes input from its employees regarding potential new volunteering opportunities with charitable organisations or other entities that offer volunteer work. Both components of the volunteering programme align with the Company's business strategy and goals, aiming to create value through the positive outcomes of a well-executed and cohesive volunteering initiative.

### Scope

This policy applies to all directly employed UK staff of J Coffey Group. All volunteering activities should support the local communities in which they work.

*Definition of Local example: If work is based in Central London, volunteering activities should take place within the borough, surrounding boroughs or within the M25.*

### Definition of Volunteering

J Coffey Group defines a staff volunteer for the purposes of this policy as an employee who carries out tasks which provide services and/or support for charity groups, community, or educational organisations.

### Benefits of Volunteering

Volunteering provides a range of benefits for the Company, the local community and the Company's employees.

Employees can have a more active involvement with causes that they care about, whilst at the same time gaining experience and skills to help with their personal development. It can also help the company raise its profile in the local community and as a progressive employer.

Volunteering benefits include:

- Development of further skills for staff
- Experiencing something new
- Improved wellbeing for employees
- Improved employee engagement
- Sharing of expertise and knowledge
- Engagement with and giving something back to the community
- Improving community relations

- Demonstrating and enhancing the company's commitment to our corporate social responsibilities

Examples of volunteering activities:

- Interview practice, school career talks or workshops for young people (primary, secondary, college, university students)
- Supporting disadvantaged persons in the community as part of an organised programme e.g. food bank volunteering
- Supporting a local charity event or community project
- Improvement of the local area e.g. litter picks, park clearing, planting trees and plants
- Mentoring

The volunteering activities sponsored by the Company are documented, including the participation of employees. A log is maintained by the Company, which employees are required to complete whenever they engage in volunteering during their regular working hours. Additionally, employees are expected to provide brief reports to their line managers, detailing their experiences. These reports may be utilised in promotional communications, serving both internal purposes within the Company and for external marketing.

### Volunteering Conditions

There are two main ways for employees to undertake volunteering opportunities with an external organisation:

- Volunteering activity arranged through the company.
- Volunteering activity arranged by individual employees.

In either instance, J Coffey recognises the positive and meaningful impact of staff participating in volunteering activities. To be considered for volunteering leave, the following conditions will need to be met:

- This policy applies to employees on full time or part time contracts.
- Employees are eligible to apply for two working days of paid volunteering leave per holiday year (or pro rata for staff who work part time). These days cannot be carried forward into the following holiday year.
- Requests to undertake volunteering will not be unreasonably refused but allowance for time off from main work duties is subject to the needs of the business.
- Any volunteering activities that require a longer commitment of the two volunteering days will need to seek permissions from their head of department and considerations to give unpaid leave or annual leave for commitments which exceed the two days of paid leave per annum will be taken into consideration.
- To encourage greater participation and improve access to developmental opportunities, volunteering will be promoted to all employees across the Company.

- Employees are not obliged to volunteer their time exclusively on projects sponsored by the Company.
- The company does not support political or lobbying projects or activities.
- Volunteering should take place during an employee's normal working hours, unless agreed otherwise with the employee's line manager. If volunteering is undertaken outside working hours, there will be no time off in lieu permitted; time spent volunteering is not absence from work. The decision on the working arrangements is at the discretion of line managers in order to facilitate business operations and the smooth running of the Company-sponsored volunteering projects. The arrangements are not a change to terms and conditions of employment.
- If the Company finds it is experiencing serious operational issues as a consequence of the employee attending the volunteering project, it may unfortunately find it necessary to withdraw support for the attendance of the employee on a Company-sponsored or privately-sourced volunteering project. This should hopefully be a last resort and the Company hopes it can work around any issues, but the right is reserved to withdraw the support/attendance of an employee immediately and with no notice.

Managers must seek Human Resources (HR) advice before agreeing to any requests where there may be a potential conflict of interest. The approval or decline should be considered in a timely manner.

### Applications

Employees should submit a volunteering application to their line manager if they wish to apply for volunteering work, either through a company sponsored activity or a project of their own choosing. Employees must also provide adequate notice when requesting time off.

Volunteering application forms can be requested from the HR department.

### Consideration of application

The HR department will discuss the application with the employee's line manager to evaluate the application for approval or rejection. The Company reserves the right to decline applications based on operational needs, especially if it is anticipated that the employee's work will suffer. Similarly, requests from line managers or supervisors may be turned down if their absence could negatively impact their team or department.

If a health assessment is necessary, the line manager will inform the employee about the requirement for such an assessment, which could involve either a physical examination or a questionnaire.

### Monitoring

Once the volunteer activity has taken place, J Coffey will require the employee to provide evidence of the volunteering activity to highlight the positive impacts so that it may be used in internal and/or external communications and to also report as part of the company's Social Value. It would be great if you could provide photos of the activity with consent for us to use. In the event where photos have been taken of other individuals during the volunteering activity, it is important to seek their consent for us to use those photos.

## Insurance

The Company-sponsored volunteering scheme offers the appropriate level of insurance, including personal injury, professional liability, and public liability insurance. However, it's important to note that the Company's vicarious liability for employee actions during volunteering does not extend to equipment, tools, materials, premises, or instructions provided by the third-party charity.

To ensure the safety of employees, risk assessments will be conducted to address health and safety concerns. Charities that provide volunteering opportunities to Company employees, whether sponsored by the Company or not, must confirm that the employees have received proper training for the tasks they will be performing. Additionally, they must assess and control any potential hazards and risks associated with the work.

## Queries

Any queries relating to this policy should be addressed to the HR department.

**This policy applies to all employees and other personnel engaged in J Coffey Construction operations:**

Signed: *Eddie Barrett* (Original Signed)

Date: 28/10/2024

Eddie Barrett

Group Managing Director

**On behalf of J. Coffey Construction**