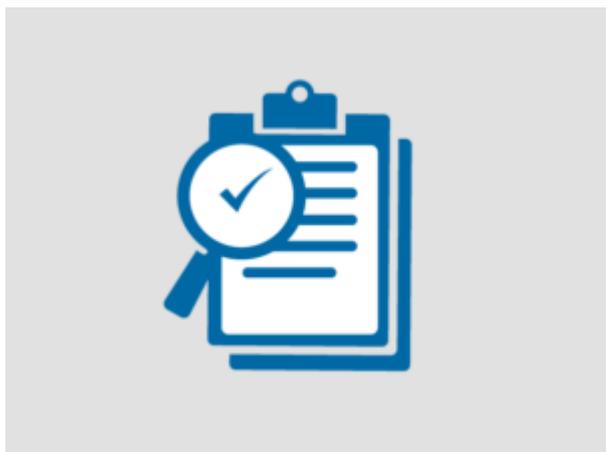


# Volunteer Participation Policy



## 1. Purpose

[Organization name]'s Pro Social Programs offer opportunities for our employees to contribute their time and expertise to help meet the needs of a social and/or community-based initiative. Through participation in these social programs our organization seeks to promote employee satisfaction, employee and corporate social responsibility and contribute to meeting the needs of our community.

## 2. Scope

Every employee of [Organization name] has the opportunity to request participation in an approved Pro Social Program initiative.

Under this program an employee's hours of participation in a Pro Social program initiative are considered part of the employees regular working hours. Although employees are still expected to carry out the duties and responsibilities of their current positions those employees participating in this initiative will have their work schedule and activities adjusted to provide an opportunity for participation in the program. Employees and supervisors must work together to ensure that an employee's work can be accomplished while the employee is participating in this Pro Social Program.

All managers and supervisors at [Organization name] are required to understand and apply this policy. When an appropriate opportunity exists consideration for employee participation of this initiative by an employee is required.

## 3. Definitions

**Pro Social Program:** A voluntary program that supports corporate social responsibility activities by contributing employees time to support a community based program, initiative, cause or issue. Unlike some previous volunteer participation programs a Pro Social Program may not be affiliated with a registered charity or non-profit organization.

## 4. Policy

### Eligibility

Both full and part-time employees who are in **good** standing and carrying out their roles appropriately are eligible to participate in a Pro Social Program initiative.

An employee who fails to continue to perform appropriately in his/her role may be asked or directed to withdraw from participation in a pro social program initiative. The decision to reevaluate an employee's participation may originate from either the employees supervisor or human resources.

Eligible Pro Social Programs may not be affiliated with a registered charity or not-for-profit organization. Pro Social Programs can include employee driven initiatives to address an issue the organization is interested in exploring in the community. However, for a Pro Social Program Initiative to be approved it will require an identifiable goal and organizational team.

### Structure

Duration of program participation can range up to X hours per month for X months per year for full time employees and X hours **per** month for X months per year for part-time employees (i.e. 20 hours per month for 3 or 6 months for full-time employees and to 10 hours per month for 3 months per year for part-time employees).

As much as possible an employee **shall** schedule consistent and regular volunteer hours on a weekly basis. These hours may be during working hours or, if outside working hours a corresponding time away from work may be scheduled on a regular basis.

Volunteer time should not be **scheduled** during peak working times based on the employee's role or department.

Participation in this program as a component of working hours **cannot** exceed the time agreed upon. However, employees may choose, on their own personal time, to volunteer more time to support an initiative.

### Responsibility

Senior leadership is responsible for **final** approval of the Pro Social Programs our organization will formally participate in.

Human Resources will identify a liaison who will be **responsible** for formal communications between the organization and the Pro Social Program affiliation.

Human Resources and an employee's manager and/or **supervisor** are responsible for approving an employee's participation in a Pro Social Program.

The Employee is responsible for representing the organization professionally at all times during his/her participation in the initiative. All organizational policies and expectations remain during the employee's participation. An employee is expected to continue to **perform** regular workplace duties and responsibilities as a level acceptable to his/her manager.

## 5. Procedure

- Any leader or employee of [Organization's Name] may propose an issue, program or organization for participation in the Pro Social Program initiative.

- Programs will be evaluated for fit with the [Organization's Name] philosophy, values, skills and availability of employees to participate in the program.
- Once a Pro Social Program has been approved employees may request participation in the initiative. Employees interested in participation in the program will first speak to their immediate supervisor to discuss their availability and eligibility to participate in a Pro Social program.
- Once approved by an immediate supervisor the employee will make a formal request in writing to human resources (see required information below). This request will include the total amount of hours per month and total duration of participation. Employees may request to participate in a specific program or role or may ask to be assigned based on interests or skills.
- Once approved for participation in a Pro Social Volunteer program an employee will be required to formally track and record hours of participation. The employee and employee's manager will work together to identify the amount of time each month and a specific schedule that will enable to employee to fulfill both the requirements of his/her job and participation in the initiative.

**Sample Request for Participation in a Pro Social Program**

Employee Name

Contact Information

Position and Department

Employees Supervisors Name

**Pro Social Program Information**

Name of Pro Social Program

Name of Program Supervisor

Program Initiative Description (activities and goals)

Requested Duration and Time Commitment (total hours)

Description of Volunteer Role

Proposed Start Date

Proposed Completion Date

Employees Signature

Date

Approved or Not Approved By Supervisor (Please circle the choice)

Supervisors Signature

Date

**HR Review/Approval Process**

Comments:

Approved or Not Approved

Date Approved/Not Approved

Human Resources Name and Signature

**6. Policy Revision History**

**Version**

**Change**

**Author**

**Date of Change**