

Community Investment - Volunteering Policy

Introduction

This policy outlines how Colas employees can volunteer their time and skills during 'Volunteer Days' to benefit the communities we live and work in. 'Volunteer Days' are paid time off from normal day-to-day roles and are a valuable opportunity for our employees to apply and develop skills and broaden their perspectives. This initiative also helps the organisation to build relationships with the local community, improve team working and morale, employee health and wellbeing and work-life balance.

Scope

This policy covers all full time, part time and fixed term Colas employees only. Temporary agency worker involvement is at the discretion of the business unit/project, payment may not exceed the given 2 days per year.

This policy is issued by way of guidance only. It does not form part of an employee's contract of employment. This policy may be varied, withdrawn or replaced at any time by the organisation at its discretion.

Volunteering opportunities

Employees are offered the opportunity to carry out volunteering work on both an individual and team basis. To support our employees and teams, Colas will ensure the following;

- Each employee is given paid leave up to a maximum of 2 days per year (pro-rata for part time workers) to carry out volunteer work as an individual or with their co-workers as a team;
- Managers are encouraged to support employees who volunteer outside of work (and outside of the scope of this policy), acknowledging the positive contribution this can have on our communities and their individual development.

Any leave not taken in a calendar year cannot be carried over, exchanged or used against anything other than volunteer work.

Please note, for weekly paid employees, the volunteering paid leave is calculated in line with employee's average pay.

Types of volunteering supported

The volunteering that will be supported is entirely at the discretion of Colas and it should support the delivery of our Social Value Strategy. Colas promotes voluntary projects that are in line with our low carbon and biodiversity commitments such as replanting, improving habitats and actions to protect the natural environment. Volunteering must only be delivered on behalf of 'not for profit' organisations such as charities, community groups, publicly funded care homes/schools etc NOT private businesses. Examples may be:

- participating in unpaid environmental work and conservation projects, for example; beach clean ups, litter/waste/recycling plants
- supporting local community projects, events or charities, for example; initiatives for positive mental health, tackling homelessness, helping younger people with employability skills,
- delivering activities to support children and young people such as road safety events, careers activities and presentations.
- Provision of expert advice such as project planning, cost estimation, bid writing, HR advice etc.

Team volunteering days

Team volunteering days will only be permitted when they can be organised without a detriment to the running of the business and will be organised by Line Managers in consultation with their Heads of Department and team members, with support from the Social Value Team.

It is an individual's choice as to whether they wish to participate in the team volunteering day.

Where there are large numbers of team members or circumstances where the entire team is unable to be absent, Line Managers and Heads of Departments will use their discretion to decide the best way to organise the volunteering days. An example may be splitting the team into two and having one group volunteer on one day and the other group volunteer on another day.

An employee will be nominated to write a short summary and take photographs of their volunteering day for sharing internally and for record keeping publicity purposes. This should be emailed to their local Social Value team representative.

Individual volunteering days

Individuals are encouraged to find volunteering activities for themselves and we will also use internal communications to highlight opportunities available.

Employees can use their volunteer leave in either full days or half days. This is entirely at management discretion.

Individuals should request their volunteering day with their Line Manager using the same principal as annual leave requests. For employees who have access to Core HR, please select 'Volunteer Day - paid' on the dropdown and a note of the event in the comments box.

Employees will be asked to write a short summary and take photographs of their volunteering day for sharing internally and for record keeping publicity purposes. This should be emailed to their local Social Value team representative.

Expenses and payments

Expenses incurred when volunteering can be reclaimed using the same policy and process for expenses incurred as a normal part of your employment. However, please note:

- Overnight accommodation will not be covered
- Public transport and car sharing should be used where possible
- If driving in a petrol or diesel fuelled vehicle, volunteering should be within 20 miles of your home or usual place of work to avoid production of CO2 emissions
- Total reimbursements costs over £50 need to be pre-approved by the Head of Department
- Employees will not be credited for time spent volunteering outside their normal working hours. I.e. employees are not eligible for overtime and travel time on volunteer days

Conduct

When volunteering you are an ambassador of Colas. Therefore, employees should give volunteering the same priority as any other client or customer engagement.

Whilst volunteering, please ensure you:

- Adhere to Colas' values when carrying out any volunteering
- Avoid cancelling your volunteering – particularly at last minute. If you cannot avoid cancelling it is your responsibility to find a replacement member of staff.
- Arrive on time, prepared and organised for your volunteering day

Employees are trusted to use this time for its purpose, any suspected instances of misuse will be investigated in accordance with the Company's disciplinary policy.

Where to find volunteering opportunities

Consult the Social Value team if support is needed.

Refusing volunteering requests

All volunteering should be approved by Line Managers in consultation with the relevant Head of Department and local Social Value representative. Colas reserves the right to refuse employees' requests for a Volunteering Day. Examples of where a request may be declined may be where;

- there will be a detrimental impact on the business needs of the employee's department;
- work within the department cannot be rearranged to accommodate the employee's absence;
- the employee's individual performance levels are likely to suffer;
- the volunteering is not in line with Colas' Social Value strategy.

Support

All employees should feel supported and enabled to take time off to participate in volunteering activities.

Line Managers should see volunteering as an opportunity to develop their staff and work with employees to agree the most suitable opportunity based on existing skills and personal development goals.

Health and Safety/Safeguarding

Prior to attending any volunteering, the Colas staff member shall be made aware of the health and safety risks associated with the task and be made aware of the actions required to be taken to stay safe. Should you be defined as high risk e.g. an expectant mother, a specific risk assessment shall be completed. The Colas Safeguarding policy (available on Connex) should also be reviewed and adhered to where volunteering with children or vulnerable adults

If the volunteer organisation does not have a Health and Safety Policy and the necessary, RAMS (Risk Assessment and Method Statement) in place you must not volunteer for them. Organisations working with children under the age of 18 or vulnerable adults should have a safeguarding policy in place, if they do not you must not volunteer for them.

For most volunteering, DBS checks will not be required. However, sometimes the Safeguarding policies of organisations you volunteer with may include the requirement for DBS and reference checking. If the organisation requires you to undergo a DBS and/or reference check, then you will need to organise this directly with them. Costs associated with a DBS check requirement will not be borne by the Company.

It is your responsibility to ensure you have the correct checks in place before volunteering and to follow the Safeguarding/Health and Safety policies of the organisation you are volunteering for. If in doubt please speak to your local SHEQ contact or a member of the Social Value team.

Suggestions for new volunteering initiatives or support schemes

Employees can also make suggestions for developing new partnerships with organisations or participating in specific projects. These may range from long-term partnerships to short-term projects involving a small number of employees. These suggestions should be aligned to delivering our Social Value Strategy.

Employees should send their proposals to the Social Value team via their local representative and the respective business unit manager(s) for review. The proposal should set out brief details of the project, why it is being proposed, and an estimate of the time and cost that it is likely to involve.

Insurance

The host volunteering organisation should ensure that employees doing volunteer work under one of its volunteering schemes are covered for insurance purposes in respect of personal injury, professional and public liability insurance, this must be confirmed prior to volunteering going ahead. Fundraising activities, which carry an increased risk of injury, or a danger to the health and well-being of the individual, will not be covered. If you are unsure whether you would be covered, please contact a member of the Insurance or HR team.

Chief Executive Officer

F. Lahmamsi

Ref: C-I-1-MS-V.15-V.1-June'2023