

## Community Involvement Policy

### Introduction and scope

This policy applies to all employees of NHBC, which includes part-time and fixed-term employees. Contract workers who are self-employed, and agency workers, are not covered by this policy. There are separate guidelines for staff carrying out public duties, jury service and reserve forces volunteering.

### Policy summary

This policy aims to:

- Set out NHBC's commitment to employee volunteering and encourage employees to carry out work for the good of the community.
- Set out NHBC's commitment to employee fundraising and encourage employees to engage in fundraising activities for their chosen charities.

### Volunteering

NHBC recognises the value of employee volunteering and the difference our colleagues can make. NHBC is committed to providing employees with time off to take part in volunteering activities.

#### Community Volunteering

Every employee is allowed up to, and encouraged to take, two days paid leave per financial year to carry out work for the good of the community. The Community Volunteering page on the Hub will get you started in finding a project that is suitable for you or your team.

#### Volunteering and learning and development needs

Where appropriate, volunteering can be offered as one of the methods of meeting learning and development needs. The Milton Keynes Community Foundation offers a comprehensive range of skill sharing opportunities within the Milton Keynes area. Full details are available on the Hub. For skill sharing opportunities in other areas of the UK, or for bespoke packages, contact John Attley. Any activity should be recorded in the employee's performance appraisal and the online Development Zone.

#### How to get involved

Approval of employees' involvement in volunteering will be at the discretion of their line manager. The line manager will need to assess requests for volunteering in line with business priorities. An application form for volunteering requests is attached to this policy (Appendix 1).

### Fundraising and donations

NHBC believes in supporting employees in their commitment to charities and community projects. We do this through matched fundraising and Payroll Giving. These schemes enable us to donate to a wide range of both local and national charities in line with our employees' wishes.

#### Matched fundraising

NHBC's matched fundraising scheme encourages employees to embark on fun or challenging activities to raise money for their chosen causes, which we then match to a limit of £250, or £1000 where a number of NHBC staff enter a specific event.

For the financial year 2012/13, £10,000 is available for matched fundraising and applications will be considered on a first come first served basis. Additional funds from the corporate giving budget may become available at the discretion of the Corporate Responsibility Committee.

Although there are no limits to the amount of times you can apply for matched fundraising, fair usage considerations will normally apply when applications for matched funding are considered, as the budget allocation is for the benefit of charities supported by all NHBC staff. Appropriateness in consideration of applications for matched funding is at the absolute discretion of the Corporate Responsibility Management team.

Applications for matched funding should be via email to Lisa Brooks, Senior Business Assistant, Corporate Responsibility. The email should specify what the activity is, the beneficiary/charity, event date and estimated value of matched funding requested. Matched funding will be paid upon verification of total fundraising achieved; either via Just Giving (or equivalent websites), copies of sponsorship forms or official letter from event organisers.

This policy excludes matched fundraising for NHBC's corporate charities (e.g. Marie Curie Cancer Care).

#### Payroll Giving – 'Give as you Earn'

'Give as you Earn' is an easy, tax-free way for colleagues to give, by specifying a set amount of money, which goes directly from their salary each month to their chosen charities. Employees interested in taking part in this scheme should review the additional information available on the Hub and contact Payroll to participate.

In addition to matched funding and payroll giving there are a range of other fundraising activities available, details of which can be found on the Hub.

#### **Time off for fundraising**

For fundraising events associated with one of NHBC's corporate charities, where those events fall on a work day, the first of those days will not require any annual leave to be deducted from the employees annual leave entitlement. Any subsequent days will be matched like-for-like by NHBC (e.g. for a two day event during the working week, the first day will not require to be deducted from the staff members annual leave; the second day will be deducted from the employees annual leave allowance).

#### **Monitoring and evaluation**

We will monitor and publish take-up of this policy as appropriate. All volunteering activities with a developmental benefit should be captured on the Development Zone, using the 'My Additional Learning' category. Other community activity will be recorded centrally by the CR Champions.

#### **Conclusion**

The above policy provides a general outline of NHBC's Community Involvement Policy. More detailed advice and guidance is available from the CR Champions.

**Distribution**

The current version of this policy is available on the Hub.

**Effective date**

This policy, which may be subject to amendment from time to time, is effective from March 2012. It supersedes any such earlier dated policy, procedure, agreement or arrangement.