



## **Employee volunteering policy**

### **Purpose**

Quinn London Ltd promotes the taking part in volunteering opportunities by its employees and encourages employees to volunteer for activities in the local community.

Part of this promotion involves the sponsorship by Quinn London of Social Value projects in the local community as well as permitting the personal volunteering opportunities by employees on other community projects, with local charities and schools.

Both strands of the volunteering programme support the Quinn London Social Value strategy and objectives. Quinn London seeks to add value through the positive impacts that result from a successful and integrated volunteering programme.

### **Benefits of volunteering**

Participation in the volunteering programme creates mutual benefits for QLL, the local community, and the Quinn London employees. Some of the volunteering projects that Quinn London and its employees get involved in may support the local economy and enable skills and competencies to be developed and enhanced within the community. Skills and practical assistance are rendered to the community at no cost to the recipient.

Employees benefit from the development of new skills. Physical improvements to health may be coupled with mental improvements to competencies beneficial in the workplace as well as personal wellbeing.

Quinn London's standing in the community is enhanced by participating in volunteering projects, which make a contribution to the local economy, with lasting community benefits.

Work undertaken on volunteering projects that are tied one of our project/contracts is usually carried out during normal working hours.

The Social Value Manager keeps a record of the volunteering activities we have sponsored or organised, and the employees who participate them. Quinn London keeps a log, which employees should fill in when they volunteer during their usual working hours, together with a periodic report to their line manager of their experiences. These periodic reports may be used in promotional communications, both internally within the Quinn London and externally in marketing materials.

Participation will be permitted by Quinn London where this does not have a detrimental impact on the employee's work. In addition, employees should inform their line manager of their intention to undertake volunteering.

### **Time off for volunteering**

**Full time employees are eligible to apply for a maximum of 1 day of paid time off for volunteering, each year.** This day cannot be carried forward into the following holiday year.

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



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 Social Value projects. The arrangements are not a change to terms and conditions of employment.

**Disclosure and Barring Service checks**

For some types of volunteering work a DBS or Enhanced DBS check is required, the charity/school/community group will carry this out for the voluntary work.

DBS checks will be required for certain types of voluntary work such as work involving children or healthcare.

Risk assessments will be carried out in respect to Health and Safety. Organisations providing volunteering opportunities to Quinn London employees, whether Social Value or not, will be required to confirm to the Quinn London that the employee has been trained in undertaking the work to be performed, that hazards and risks have been assessed and steps taken to control the risks.

A handwritten signature in blue ink, appearing to be "Seamus Quinn". The signature is fluid and cursive, with a large loop at the end.

Seamus Quinn  
Managing Director  
Date: 30 September 2021