

HR POLICY DOCUMENT

HR 6.8 | Employee Volunteering Policy – UK & Republic of Ireland | v8 | 05/05/2021

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1. Introduction and Scope

Embedding social value – “doing good business, in a good way”

Since our founding in 1965, Sodexo’s mission has been to deliver Quality of Life Services for the people we serve. This original corporate mission remains unchanged and is underpinned today by our strategic focus on delivering **social value**, specifically the wider benefits that we drive through our business operations and the changes these represent for our people, for society, for the environment and for the communities where we operate. Sodexo has chosen four strategic Social Impact pathways on which to focus:

1. Our People
2. Our Planet
3. Our Places
4. Our Partners

We have made a commitment to embedding these four pathways into our everyday operations through processes, actions and decision making. They fully align with our global Better Tomorrow 2025 Corporate Responsibility roadmap and help drive our actions as a responsible business.

We recognise that our people are our greatest asset. By taking into account the working and social lives of our employees, customers and communities in which we operate, we actively encourage and enable individuals to be the best they can be. One way to achieve this is by supporting local communities through activities such as volunteering and fundraising.

This policy and associated working practices aim to ensure that our commitment to creating positive, social change is influenced through our approach from planning, to decision, to delivery. The policy also aims to support Sodexo’s mission to improve Quality of Life and contribute to the economic and social development of all the communities, regions and countries where we operate; and our company values of Team Spirit, Service Spirit and the Spirit of Progress.

Volunteering provides personal and professional development opportunity for all employees – from stronger and more connected teams, increased engagement, and employee morale, to developing new skills and improving health and well-being of our employees.

This policy applies to all employee’s and does not form part of any employee’s contract of employment. The Company reserves the right to change or withdraw this policy at any time and in any event will review it periodically.

2. Volunteering Definition

We define volunteering as an employee committing time and energy to support voluntary, community, and social enterprise (VCSE) organisations through hands-on or skilled volunteering. This includes but is not limited to supporting food drives, sorting, and delivering food on behalf of our charity partners, providing mentoring and specialist support on cooking, nutrition, property, IT, accountancy amongst others.

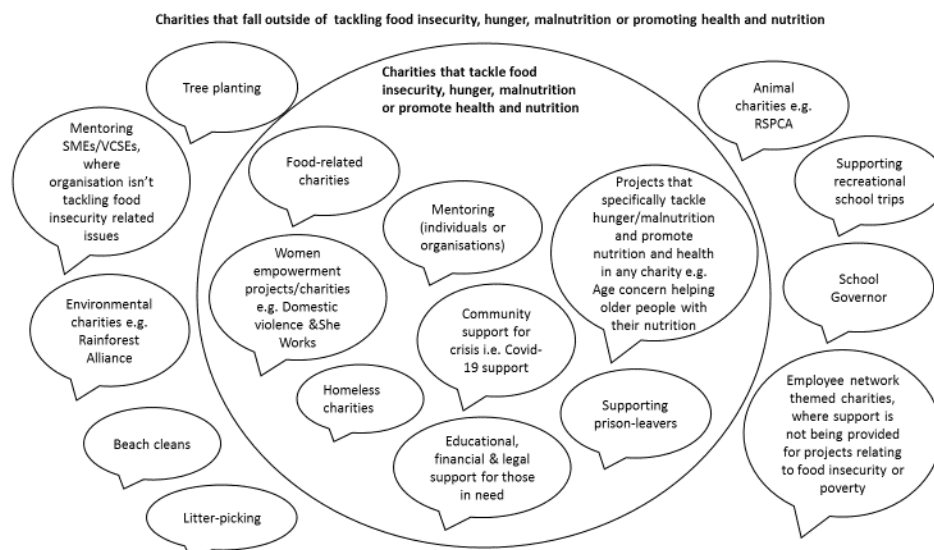
3. Volunteering Through Stop Hunger or Stop Hunger Related Charities

Stop Hunger is a Sodexo initiative active in over 40 countries around the world. In the UK and Ireland, we work with organisations to donate time, skills, and money to tackle food insecurity and hunger, support good nutrition and promote the furthering of life skills in local communities. In support of this, we encourage you to volunteer your time through opportunities that are hands-on, or skills based. They can be preventative in measure, aiming to reduce the likelihood of individuals falling into the poverty gap.

4. Volunteering with Charities not Associated with Stop Hunger

Sodexo recognises that many of our employees are involved in charities associated with causes that fall outside of the Stop Hunger initiative. Your involvement in these activities is equally important and appreciated, and we would love to know where you’re making a difference. The infographic below highlights what falls under Stop Hunger related activities and what does not. The list is not exhaustive so if you have any questions please do email StopHunger.UKandIE@sodexo.com

Charities that tackle food insecurity, hunger, malnutrition and promote health and nutrition (list is not exhaustive)



5. Volunteering Time for Employees

To encourage volunteering, every Sodexo employee is entitled to the equivalent of up to a maximum of three paid days (a total of 24 hours that can be spread over time) of volunteering each holiday year during working hours, subject to line manager approval and the criteria below.

When volunteering through Stop Hunger or Stop Hunger related charities, you can:

- Volunteer a maximum of three days (up to 24 hours in total) with a charity that tackles food insecurity, hunger, malnutrition or promotes health and nutrition.

Or

When volunteering with charities that do not fall within Stop Hunger, you can spend:

- One day (up to 8 hours in total) with a charity of your choice, where skilled or non-skilled volunteering can take place, and
- Two days (up to 16 hours in total) with a charity that tackles food insecurity, hunger, malnutrition or promotes health and nutrition.

This time may be taken all at once or separated out in any combination, subject to line manager approval. Any additional volunteering time within working hours will be unpaid and subject to management approval.

6. Approval and Recording Volunteering Activity

Employees who volunteer during their working hours should ask for their line manager's approval. Once agreed, all volunteering, whether taken with a Stop Hunger related charity or a charity of your choice should be recorded on the [Stop Hunger Goodness Platform](#).

Any expenses incurred whilst volunteering is the responsibility of the employee.

We would also like to hear about any volunteering undertaken in your own time so we can see where you're making a difference and to help measure our collective impact as a company.

6.1. How to Record your Volunteering

- Log onto the [Stop Hunger Goodness Platform](#);
- On the top banner, select 'Volunteer' and then 'Track volunteer time' form;
- Complete 'Track volunteer time' form and submit.

If you do not have a Sodexo email address, you will need to log in with your username and employee number:

- Your username will be your employee number (found on your payslip) with 'UKI' in front of it. (Example: UKI10124567)
- Your password will be your surname followed by '!' then the year you were born. (Example: Smith!1950)

For any questions or issues while using the platform, please email StopHunger.UKandIE@sodexo.com.

7. Employee Health, Safety and Wellbeing

Everyone involved in volunteering is responsible for their own health and safety. It is the responsibility of volunteers to ensure they receive a safety brief from the charity representatives at the site and listen carefully to all site and task safety information before undertaking any volunteering activity. Use all Personal Protective Equipment allocated, without exception.

Remember the 'Three Checks for Safety' and before you start any task, do the three checks:

- Do I know how to do the job?
- Do I have the right equipment?
- Is my environment safe?

When volunteering with a Stop Hunger charity partner, employees will be covered by the charities Public Liability Insurance. It is your duty to ensure any charities you volunteer for who are not sourced through Stop Hunger also have the appropriate insurance to cover you.

8. Standard Templates and Associated Documents

Document	1	2	3	4
Procedure Document	HR 6.8 Volunteering	v3	10/05/2013	NA

9. Document Control

Version	Date	CHRA Owner	Status	Updated from previous Version
Version 1	06/07/2013			ERP approval confirmed; Legal approval confirmed Corporate Citizenship approval confirmed
Version 2	31/10/2013			Policy wording simplified
Version 2.1	02/01/2012			Further wording changes
Version 3	10/05/2013	ERP	Approved	Reformat for HRTP
Version 4	05/05/2016	ERP	Approved	General review and update
Version 5	09/11/2016	ERP	Approved	General review and update
Version 5a	29/01/2018	ERP	Approved	Added Sodexo Remote Sites Scotland into scope
Version 6	15/03/2018	ERP	Approved	General review and update
Version 7	09/08/2018	ERP	Approved	Update H&S section following request from CSR