

Volunteering Policy	
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Volunteering Policy

External



Introduction

As a way of supporting our local communities and making a positive environmental impact, ITG has been supporting charities through internal fundraising, corporate donations and employer-supported volunteering for many years. Our 2021 Volunteering Policy goes further to offer all staff members a paid day of volunteering leave every year to increase the positive impacts we are having in our communities.

ITG Volunteering Policy

From January 2021, all staff are entitled to one paid volunteering day a year. The Sustainability Coordinator (SC) or Representatives (SR) will offer their team approved volunteering projects that staff can choose to be involved with. Additionally, staff can submit details of any project they would like to volunteer with to their SC or SR, who will check the organisation aligns with our values and complete a risk-assessment before approving the volunteering opportunity. The project should be local to the branch where the staff member is based, or near where they live. Ideally this will be with a charity that the branch has supported through donating to as well.

Benefits of volunteering for staff and the company

- **helps develop skills** – from soft skills such as leadership, communication and presentation skills, to professional skills such as advising businesses and providing pro bono support
- **is a viable alternative to other forms of employee development** – a development opportunity in the community can be more beneficial than classroom learning and is usually cheaper
- **builds employee engagement** – volunteering fosters a sense of pride and satisfaction, and employees are appreciative of being given time off work to support their community
- **helps improve brand and reputation** – businesses must contribute to the communities in which they operate in order to be socially responsible
- **supports access to skills otherwise inaccessible to community organisations** – many charities and community groups could never afford to pay for the skilled support they receive from the business community.

Measuring

Volunteering targets will be set each year to make sure ITG is having an increasing positive impact with our local communities. In 2021, we aim to donate more than 0.1% of working hours to volunteering. In 2019, we donated 0.1% of volunteering hours (44 days). Each staff member will need to report to their SC or SR when they have completed their volunteering. The SC and SRs will record the activity and time given on a shared spreadsheet, along with any tangible positive impacts.

Volunteering hours and impacts will be included in the Positive Impact Report written by the Sustainability Coordinator every year.

Volunteering opportunities

There organisations are local charities we have had contact with and that offer group volunteering opportunities. We are looking to find similar ones in all branch locations.

Location	Organisation	Volunteering activity
Bristol	Caring in Bristol	Preparing for Caring at Christmas by sorting through food and clothing donations
Bristol	Manor Woods Valley Local Nature Reserve	Outdoor volunteering on nature reserve
Bristol	Bristol City Council	Planting trees with One Tree Per Child campaign
Tokyo	Second Harvest Japan	Preparing and handing out food in Ueno Park
Boulder	Community Food Share	Sorting and packing food parcels