



MidGroup

POL12

# Volunteering Policy

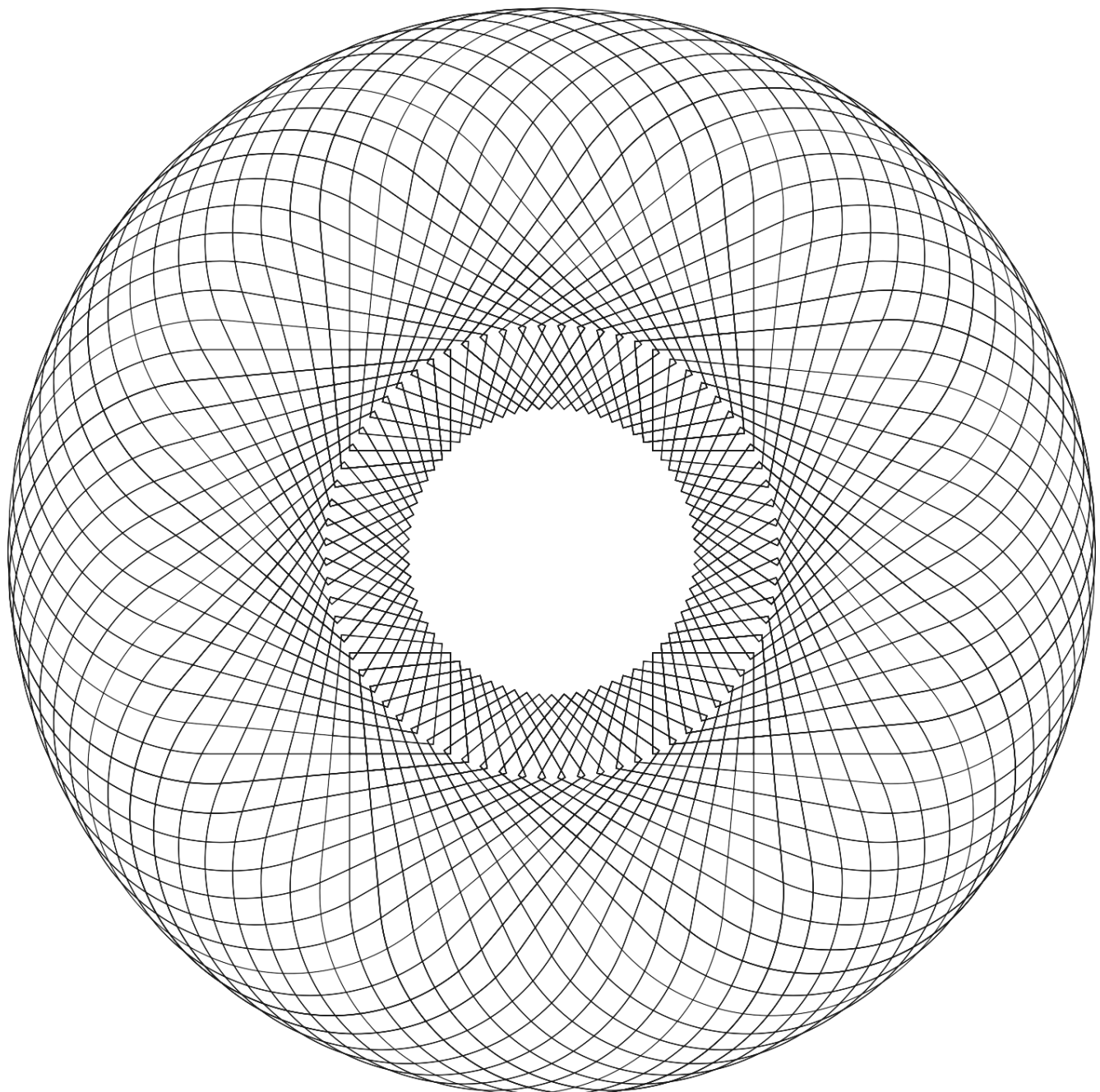
Latest Review:

**November 2021**

Reviewed By:

**Steven Hearn**

**Elizabeth Murray**



## Volunteering Policy

### 1. Statement

Mid Group is committed to making a meaningful contribution to the communities where we work and live. This policy outlines how as Mid Group staff you can volunteer your time and skills during 'Volunteer Days' which are paid time off from your normal day-to-day roles. In addition to the benefit to the community, volunteering is a valuable opportunity for you to apply and develop your skills and broaden your perspectives.

### 2. Entitlement

- All Mid Group employees are entitled to claim up to 2 working days to volunteer each year. These days will be paid and will not affect your allowance of holiday.
- Your Volunteer Days should be used during normal working hours and you cannot take them in lieu of time volunteered outside of working hours.
- Employees have the option to split their allowance across various time periods, for instance 4 half-days or shorter time chunks.
- Our calendar year runs 1st January to 31st December. It is not possible to accrue Volunteer Days and use them in a subsequent year.
- Once booked, employees are expected to notify both line management and HR if any changes or cancellations occur in relation to their chosen volunteering. If the event is cancelled with less than 3.5 hours' notice employees would not be expected to return to work, however evidence will be required.
- Employees will not face reprimand if they choose not to volunteer.

### 3. Volunteering Opportunities

You are able to volunteer for any organisation that is registered as a charity in the United Kingdom which demonstrates positive social or environmental benefit. You are not able to use your Volunteer Days to support political groups or religious charities.

Or,

Mid Group will assist employees find a wide range of meaningful volunteering opportunities in the local communities in which they work and live. If Mid Group are made aware of suitable opportunities, these will be promoted internally.

### 4. Timesheets

It is important that Mid Group has a record of who is volunteering. Employees intending to volunteer must mutually agree a suitable time with their line manager to utilise their volunteering allowance, to prevent disruption to normal working. All timesheet must be submitted within 3 days of completing the volunteering.

Completed timesheets should be sent to HR for approval and processing.

Signed:



**Mr Steven Hearn**

**CEO of Mid Group**

Mid Group is the trading name of - Mid Holding Co UK LTD  
and its subsidiaries:

Mid Group Services Ltd  
Mid Group West Ltd  
Sterling MEP Ltd

Mid Contracting & Consulting Ltd  
Sterling BIM Ltd

Mid Group South Ltd  
Sterling Living Ltd

## MONITORING AND REVIEW

We will establish appropriate information and monitoring systems to assist the effective implementation of our Volunteering Policy. The effectiveness of the Volunteering Policy will be reviewed regularly (at least annually) and action taken as necessary.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW DATE
April 2018	Andrew Shepherd	Review and implementation	December 2019
October 2020	Elizabeth Murray / Steven Hearn	Policy reviewed and updated to reflect new CEO	October 2021
November 2021	Elizabeth Murray / Steven Hearn	Annual review to ensure meets current objectives	November 2022

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