


Document Title	Employee Volunteering Policy	
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Issue Date	1 st January 2024	
Document Author	John F Macleod	
Document Approval	Douglas Leask	
Applicability	All Employees	
Pages	2	

1.0 Purpose

This policy applies to all employees of Leask Marine Ltd, who recognise the positive contribution that volunteers can make to our community and is always keen to encourage its employees to engage in voluntary service. Leask Marine will support its employees to volunteer and help to build links between the Company, its employees, and the local community.

2.0 Scope

This document specifies the different types of volunteering that are supported by the Company including any applicable time off arrangements. It also sets out the application and approval process that should be followed when an employee wishes to undertake voluntary work.

3.0 Responsibilities and Requirements

3.1 General volunteering

It is the Company's practice to consider flexible working patterns for all of our staff and they may apply to vary their working pattern to which the Company will give due consideration to the employee's request. An employee may request to undertake a period of voluntary work during their work time. Time off during work time will be unpaid and employees will be required to either make up the time or request unpaid time off, request annual leave or unpaid leave. Depending on the frequency and duration of the volunteering commitment, employees may wish to agree with their line manager a temporary flexible working pattern to accommodate the volunteering.

There is no automatic entitlement for employees to be granted time off to undertake voluntary work and all requests will be considered on a case-by-case basis, taking into account the Company needs.


The Company does recognise reservists, retained fire-fighters, coastguard, RNLI, special constables, army/air force/sea cadets, election duties, and trade union activities.

3.2 One-off events & activities

The company support individual or team volunteering for one-off projects as team building exercises, such as raft races, fun-runs, or community presentations, displays or talks etc. The Company may grant paid or un-paid time to support these activities depending on the activity undertaken and will be assessed on an individual basis. In addition, the Company may provide other resources of equipment or materials to support the event, however these require to be agreed and agreed by a director of the business in advance.

3.2 Community builder project volunteering

The Company welcomes and encourages community specific projects and are happy to support time and resources to a specific community project. This project would require to be agreed by the Managing Director in advance so that he may grant the resources in terms of time, equipment, and

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materials to support the community project. In addition, this process will allow the Company to ensure adequate insurance, and monitoring is consistent with the Company's corporate, health, safety, environmental codes of conduct.

3.3 Approval Process

Any requests for time off during working hours, use of Company resources at any time other than for work purposes, or representation of the company at an event requires approval from a director of the business in advance of the voluntary commitment.

3.4 Grounds for refusal

The Company may refuse the application for volunteering on one or more of the following grounds:

- ☉ The burden of additional costs.
- ☉ The detrimental effect it would have on the Company's ability to meet customer demand.
- ☉ Inability to reorganise work amongst existing employees.
- ☉ Inability to recruit additional employees.
- ☉ The detrimental impact it would have on quality.
- ☉ The detrimental impact it would have on performance.
- ☉ Insufficiency of work available during the period when the employees proposes to work.

In refusing an application, the Company will provide details relating to what ground applies in the circumstances.

Each request will be dealt with on an individual basis, considering the likely effects the changes will have on the company, the work location, the work colleagues, and the circumstances of the case. This means that if the company agrees to one individual's request, this does not set a precedent or create a right for another individual to be granted the same or a similar change to their work pattern.

4.0 **Review and Monitoring**

This procedure will be reviewed as part of the Company's internal audit programme.



Signed:

Name: Douglas Leask, Managing Director

Date: 1st January 2024