

		<b>GROUP</b>	
<b>Policy Name</b>	Volunteering Policy	<b>Date &amp; Issue</b>	XX/XX/XXXX Issue 1
<b>Approved</b>	<i>Executive Committee</i>	<b>Doc. Ref. No.</b>	

## Introduction

Countryside was founded in 1958 and is a leading UK home builder specialising in place making and urban regeneration. Our business is centred around two complementary divisions, Partnerships and Housebuilding. Our Partnerships Division specialises in urban regeneration of private and public sector land, delivering open market, private rented and affordable homes by working with local authorities, housing associations, private rental sector landlords and on occasion private landowners. The Division also operates two modular panel factories producing products for exclusive use within the business. The Housebuilding Division, operating under Countryside and Millgate brands, develops sites that provide open market and affordable housing, on land owned or controlled by the Group. The Group operates across London, the South East, the North West, the Midlands and South Yorkshire.

In undertaking these activities, the Group recognises that it has an impact on the communities where it operates.

## Policy:

The Group's overall objective is to ensure that development maximises returns for its stakeholders whilst acting in a socially, sustainable and responsible manner.

Countryside recognises and is committed to making a meaningful contribution to the communities in which we work and live.

The Group encourages its employees to volunteer their time to support appropriate community organisations who rely on volunteers to achieve their objectives.

This policy outlines how Countryside employees can volunteer their time and skills to support local community and voluntary organisations.

Employees are encouraged to organise activities that will have a direct and positive impact on the areas that are local or relevant to the Company's business operations. Organised group events where employees organise a single event for a number of employees to volunteer have been seen to have greatest impact on our local communities and these are encouraged.

Employees are encouraged to volunteer and can give up to one day per annum towards this cause. This can be split into shorter time periods (e.g 2 x half days). No payments will be made in lieu of time not taken or for personal time used to volunteer.

Employees are encouraged to identify and organise their volunteer day themselves and prior to committing themselves, must confirm their plans with their Director/MD.

When undertaking any volunteer days, employees must remember that they are ambassadors of the Countryside brand and should conduct themselves in line with our Disciplinary Policy & Procedure.

## Recording of Volunteer Day

Once a volunteer day has been undertaken, it should be recorded on Cascade and the Social Value Administrator should be informed.

## **Expenses**

Reasonable expenses incurred when volunteering can be reclaimed using the same policy and process for expenses incurred as a normal part of your employment. These need to be prior approved by your line manager or appropriate Director.

## **Disclosure & Barring Service (DBS) Checks**

For most volunteering, DBS checks will not be required. If the charity requires an employee to undergo a DBS check, they should discuss this with The Senior Social Value Manager.

## **Insurance**

Countryside employees are covered by our employer's liability insurance whilst undergoing their volunteer activity.

## **Organisation**

The Group's Social Value & Sustainability Committee is responsible for this Volunteering Policy and content. It is led by a nominated member of the Group's Executive Committee.