

Date of Issue: 20/10/16
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Author: O Whitlam

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Approver: J Maier

TITLE: CORPORATE CITIZENSHIP VOLUNTEERING

1 PURPOSE

Volunteering by employees can be carried out across a wide variety of Siemens sponsored community projects. It is encouraged and expected that this activity will be fully supported by the Management of the Siemens businesses in the UK.

It usually takes place during a full day or a half day session, and is carried out by a team of employees. Alternatively, employee volunteering can be undertaken separately rather than within a team, and this usually takes the form of the employee utilising a personal skill set to help within their community.

Goal of volunteering is to work and engage in the local community to improve social cohesion, maximize our positive impact and develop our future talent through work with schools, colleges and universities. Whilst offering employees the opportunity to develop skills, and increase their work related satisfaction, motivation and pride.

2 SCOPE

This policy applies to Siemens UK businesses and their employees for temporary volunteering activities within the UK that coincide with employees' scheduled normal working time. This policy does not apply to Third Party Workers.

Eligibility for volunteering:

- All Siemens employees are eligible to apply to take part in a volunteering project. The decision to enable you to go ahead will be made by your respective line manager, and the possibility of any impact upon your work or team performance will be taken into account during this decision making process.
- Temporary and third party workers are not eligible for volunteering paid leave, but may take part in projects if they are outside of normal working hours or unpaid and do not impact upon contracted working hours.
- Each employee will be allowed two working days per financial year to volunteer on Siemens supported activities, and only if the respective manager does not believe that the absence will unduly affect the performance of the team.
- Days will be allocated on a first come, first served basis in situations where the Division/business has a limited number of 'volunteering days' per financial year.
- All activity is taken at the employees own risk.
- A full risk assessment and relevant project documentation must be completed by each team leader and signed off by a respective line manager prior to the volunteering project being undertaken.

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- You should consult your doctor or other health care professional before undertaking any unusually strenuous activity during paid volunteering time.
- All recipients must agree to take part in some publicity unless there are specific and reasonable reasons as to why not.

Activities targeted at the following areas are considered appropriate:

- Enabling education projects.
- Supporting children and young people.
- Assisting disadvantaged members of society – the sick, the old etc.
- Improving employability in your local area.
- Protecting or improving the natural environment.

We will not allow employee volunteering to help:

- An individual.
- For profit organizations.
- Organizations that do not have tax-exempt status, or charitable intent.
- Religious or sectarian programs for wholly religious purposes.
- Political organisations or NGO's that participate in lobbying of the government.
- Organizations that limit membership and services based on race, religion, colour, creed, sex, age or national origin.
- Projects and organizations serving or having an impact on a Siemens community (Siemens community includes that of the employee) that might in any way pose a conflict with Siemens' mission, goals, values, program, products or employee interest and wellbeing.

3 RESPONSIBILITIES

The governance of this strategy is the responsibility of Juergen Maier, CEO, for and on behalf of the Siemens UK CSR Steering Committee.

4 METHOD

All Siemens led volunteering activities can be found in the [Volunteering Tool](#). It acts as the portal for which to register yourself for volunteering opportunities, access free downloadable resources and must log the activities you have undertaken.

The types of volunteering you can undertake are detailed below.

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Team challenges involve a group of employees who undertake a specific challenge on behalf of their company to support a community organisation or school. Challenges normally take place during work hours, over a period of one or two days. These challenges can range from straightforward 'hands on' practical tasks such as clearing invasive species from an area of wildlife habitat, to providing skill based services such as business planning support to a local charity.

All challenges require advance planning and preparation to ensure success and satisfaction for everyone involved. The Team Leader plays a crucial role in making this happen, and any reasonable equipment cost can be put through expenses, with prior approval by your Line Manager and to be signed off by your Manager.

Individual challenges offer a range of opportunities, from requiring a regular commitment to a local primary schools, reading group in a area with high illiteracy rates, or in helping to increase employment opportunities for the young.

NB if you are working directly with children and / or young and vulnerable people. A Disclosure and Barring Service (DBS) check (previously referred to as a CRB check) may be required for your volunteering activity. It is a shared responsibility between yourself and the school to have one of these done. Your local HR team can advise you on the application, or alternatively you can sign up to STEMNET as an ambassador and receive a DBS check.

The organisation or school may have other policies and practices that you need to adhere to, please ask the organisation directly about this.

Under no circumstances should any employee volunteer travel alone with a child or vulnerable person.

Fundraising at company organised fundraising events and individual fundraising for National, Site or Business Units charities, can be counted as volunteering under the same guidance as any other activity. Additional fundraising opportunities can be considered at the discretion of your line manager and CSR agent.

A risk assessment must be completed and signed off by your line manager to ensure the activity is suitable to be undertaken in work time before undertaking the activity.

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Becoming a Project Lead.

Project leads are volunteers approved by their manager, as the best qualified and most suitable people to take on the added work load, that being in charge of their specific Project entails. This could be a case of matching candidate areas of expertise to the Project or their personal skills set being particularly applicable to the project. Often if somebody brings a proposal for an activity that is later accepted, they will maintain their ownership of it, if capable.

Volunteering opportunities are available through the [Siemens Volunteering Tool](#)

Appendix A lists the current methods of volunteering that enable Siemens employees to volunteer on supported activities anywhere they wish in the UK. If you volunteer through any of these networks, please remember to log your activity via the [Volunteering Tool](#).

Local volunteering is available at many sites, please contact your local representative.

Costs

Any reasonable cost incurred whilst carrying out a company supported volunteering opportunity will be covered by Siemens. These should be assigned to your own cost centre as well as communicated in the [Volunteering Tool](#) – Log your time and feedback section. It is important to follow the Siemens [Travel Policy](#) when commuting to and from a project. Employees are strongly encouraged to car share, ideally those without company cars should receive a lift from a company car driver. But must not use cars provided under the Cars Benefits Policy for Voluntary activities e.g. taking residents to and from a clinic or theatre.

5 RELATED DOCUMENTS

DS CC 01 Corporate Citizenship Strategy Policy

6 REVISION HISTORY

Revision No.	Effective Date	Sections Affected	Reason for Revision
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1	01/04/2016	Scope	Rewording of eligblity to exclude Third Party Workers, as specifying permanent employees only could be considered discriminatory against fixed term employees and against the spirit of the FTC 2002 Act
2	20/10/2016	Scope and Method	Inclusion of Fundraising as volunteering, and specific information around Risk Assessments and medical guidance, to ensure this is carried out safely.