



Volunteering Policy

Kier Group

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Scope of this Policy

This policy applies to all our employees unless it is superseded by an alternative contractual policy. It does not have contractual effect and may be reviewed or amended at any time

Definition of Volunteering and Employer-supported Volunteering

Volunteering is any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups).

Employer-supported volunteering (ESV) is where the employees of an organisation take paid time off to volunteer during work hours. At Kier you can choose to use your volunteering time to support a charity or community group of your own choice, or to take up an opportunity provided by Kier.

Volunteering can be for short-term or project specific activities such as running a marathon for charity or undertaking a team challenge; or can be for longer-term opportunities such as mentoring or becoming a befriender.

Reasons for Volunteering

Within our [Sustainability Framework](#), “Building for a Sustainable World”, Kier outlines our commitment to having a positive impact on the communities and environments within which we operate, contributing to a lasting, positive legacy in all the communities and contracts we serve. An important part of delivering on this commitment is supporting our employees who wish to do volunteering work within the community or for charitable institutions.

Supporting volunteers helps the Company to build diverse relationships with the local community and improve how it is perceived within it. If you do volunteer work you can use the skills that you have developed at work to help the community; learn new skills including, for example, leadership qualities; and improve your morale, physical health and work-life balance.

Employer-supported Volunteering

The Company will support you to undertake community or charitable activities, including, but not limited to:

- community care work;
- environmental work and conservation projects;
- fundraising for community projects or charities; and
- the administration of public events.

Where possible, the Company will support you by:

- giving up to two days paid leave per year in order for you to do volunteer work (which may be taken in whole day blocks or as partial days spread over a longer period as applicable);
- allowing flexible working hours where it is practical to do so (please refer to our [Smart Working Policy](#) for more information)
- allowing short period(s) of additional unpaid time off work where it is practical to do so (where you may wish to apply for longer periods of leave to undertake volunteering please see our Sabbatical Policy for further details)

The Kier Foundation

You are able to do volunteering work with a number of named organisations with the support of and under the sponsorship of Kier. [The Kier Foundation](#) is an independent registered charity that helps our people support a variety of charitable organisations throughout the UK. The purpose of the Kier Foundation is to:

- Manage Kier Group's corporate charity partnership – every two years, we choose a charity partner recommended by our people, who benefit from all fundraising activities we hold during this time.
- Harness social impact – we support our people by aligning with charitable causes that are close to their hearts and the communities in which we operate
- Promote employee engagement – we bring our colleagues and communities together during their fundraising activities

For more information on Kiers charity partners, volunteering as an official [Charity Champion](#) and other opportunities please contact the [Kier Foundation](#). However, if you would prefer to do volunteer work for a community or charitable activities that is not with one of Kiers named organisations you can do so but you must be able to demonstrate that you will be doing genuine volunteer work that requires you to have the requested leave.

In cases where volunteer leave has been approved (whether this is in connection with one of Kier's charity partners or is supporting a cause of your own choice), we will ask you to notify the Kier Foundation and provide a short report on your experiences for case-study purposes.

The Kier Foundation also offer an [employee match funding scheme](#) which is designed to support our people in their own personal fundraising efforts. Anyone who works for Kier can apply to receive a maximum 'top up' of £200 on the money they have raised for a UK-registered charity, twice per financial year (July-June).



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Stem Ambassadors Volunteer Programme

Through Kier you can also choose to volunteer as a [STEM Ambassador](#). This is a gateway to life-changing volunteering opportunities to support young people in classrooms and communities.

We are looking for colleagues to volunteer their time to help encourage and inspire young people to progress further in science, technology engineering and mathematics (STEM) subjects. You don't need to have a STEM job role to volunteer and you will have the opportunity to share your experiences of working for Kier.

As a volunteer, there are several ways you can get involved:

- Access to support 100% of Secondary Schools, 75% of Primary Schools and the majority of HE and FE Educational Facilities
- Deliver presentations and career talks to mentoring.
- Working with teachers or directly with the community
- You'll have access to your local Ambassador Hub and local schools
- Enhanced DBS Check and full induction

Authorisation

Volunteering leave is open to all employees. If you would like to apply to take volunteering leave, you should discuss the request with your line manager in the first instance. Once agreed with your line manager, if you wish to take advantage of the two days paid leave per year, and/or an element of unpaid leave for the purpose of volunteering, then the [special leave request form](#) should be completed and submitted to HR Shared Services for processing.

If you would instead prefer to work in a flexible way to support your volunteering, then please refer to the guidance in the [Smart Working Policy](#).

Other support

Kier will endeavour to provide any further support that can be given to you whilst volunteering. Where practical, this will include making the organisation's facilities - including office space, telephones, computers and stationery - available to you to assist with your work. Please speak with your line manager in the first instance.