
Volunteering Policy

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Volunteering Policy

Bravura Solutions Limited and its subsidiaries (the Company)

Eligibility

The volunteering policy applies to all Bravura Solutions employees.

Introduction

Bravura recognises the positive contribution that volunteers can make to social development, the economy and the environment. Participating in volunteer days gives employees an insight into the diverse needs of the local community, enhancing individual health and wellbeing and supporting personal growth.

Supporting volunteer days allows Bravura employees to demonstrate our value of collaboration – through partnership with colleagues and the local community.

In establishing this Volunteering Policy, Bravura wishes to:

- Formally acknowledge and support the role of volunteers within the communities in which we live and work
- Set out the principles governing volunteer days and provide a set of guidelines to ensure successful partnerships with not-for-profit/ community groups
- Encourage and enable volunteering within Bravura

Entitlement

All employees are entitled to 1 volunteer day each calendar year. The volunteer day will be paid and will not affect annual leave entitlements.

Unlike annual leave, a volunteering day does not accrue from year to year and any untaken volunteering days will be lost.

You may use the volunteering day for the purpose of volunteering your time free of any charge. Any shift allowance will not be applicable whilst undertaking a volunteering day.

Types of Volunteering Supported

Volunteering is intended to support not-for-profit, community or charitable activities, including:

- not-for-profit community care work;
- not-for-profit organisational support activities;
- not-for-profit environmental work and conservation projects; and
- fundraising for community projects or charities.

The types of volunteering that will be supported are entirely at your manager's discretion.

Volunteering day hours

A volunteering day should be taken within core business hours and amount to a maximum time of 7.5 hours. Where the volunteering activity does not require full day participation, the expectation is that you would complete other work-related tasks for the remainder of that day. Volunteering days are not able to be used across multiple days. Whatever portion of the day was used for the activity of volunteering, counts as the volunteering day for that calendar year.

Approval of applications

Your application for a volunteering day must be submitted in writing on a Volunteer Day Application Form. The form should be submitted to your line manager and HR at least four weeks prior to the intended volunteering day.

The volunteering day can be undertaken as a group (amounting to a maximum of 10 people) and used as a team building exercise. This will require approval from appropriate line managers. For requests where more than one employee is seeking to volunteer as a group, only one Volunteer Day Application form should be completed with a Group Leader indicated on the form and all participants listed.

We reserve the right to refuse requests where, for example:

- there will be a detrimental impact on the business;
- work within the department cannot be rearranged to accommodate the varied hours;
- your performance is being managed as part of a Performance Improvement Plan (PIP).

Applications for the volunteering day are approved at the discretion of your manager and your local HR representative

Once your application has been approved, you will be required to update both MyBravura and EPM.

Cancellation of a volunteering day

In the event a volunteering day is cancelled, you will need to provide notice to both your line manager and HR as soon as possible. You will also need to ensure that EPM and MyBravura are updated.

Insurance

If the volunteering day requires you to work at height, with heat or to undertake any work underground or in confined spaces, please inform HR ahead of the event so that we can ensure that you are covered by our employer's liability policy.

General

Allowing you to complete a volunteering day is a discretionary benefit. Accordingly, this policy is subject to change from time to time at our discretion.