



Corporate Social Responsibility & Volunteer Time off Policy

Author: Mary de Villiers
Revision: 3
Review Date: October 2018

Date: 23 December 2013
Revised: October 2016

Corporate Social Responsibility & Volunteer Time off Policy

TTC recognise the business benefits of being more socially responsible and investing positively in community engagement. TTC play a full and active part in prioritising a company culture which fosters Corporate Social Responsibility (CSR) and recognises, rewards and encourages employees at all levels to make an active contribution within the Shropshire and wider communities which we contractually serve.

We work hard to develop good relationships with clients, employees, communities and the environments in which we operate. We support a number of worthy causes and we use our knowledge and skills to provide practical support to charities and community projects. We also support our clients' charitable activities through participation and sponsorship.

We actively encourage our employees to get involved in volunteering activities by giving each employee one days paid leave each year to offer their support to an organisation of their choice.

Annually, our owners and staff are regularly invited to nominate a charity on which to focus our fundraising activities. We have also developed responsible business practices through our associated Environmental Policy and regularly reviewing our carbon footprint through our Managing Work-Place Road Safety Policy in consideration of initiatives to minimise the impact of our business on the world around us.

1 Policy statement

- 1.1 TTC recognise the business benefits of being more socially responsible and investing positively in community engagement. TTC play a full and active part in prioritising a company culture which fosters CSR and recognises, rewards and encourages employees at all levels to make an active contribution within Shropshire and wider the communities.
- 1.2 TTC endeavour to build a responsible approach to CSR and community engagement with a focus on the creation of a positive company image which reflect favourably on the TTC brand and local / national reputation.
- 1.3 TTC has a well-developed social conscience and a demonstrable history of community and charitable work within which all employees are encouraged to play an active part both on site and within their communities.
- 1.4 TTC actively promote charitable fund raising activities conducted within core hours; sponsor charities and community activities; provide support in kind; select different charities based upon staff ballots; match funds raised by staff and support individual employees seeking charitable sponsorship.
- 1.5 At TTC everyone gets involved in helping others as part of a BIG corporate social responsibility ethos running throughout the whole organisation. Dress down days, Bake offs, fancy dress events are enjoyed with enthusiasm by staff that bake cakes to have fun and help raise funds for worthy charities.

- 1.6 As an organisation, TTC raised a considerable sum at a special Gala Ball for Severn Hospice, Shrewsbury. Staff also routinely organise charitable events to raise funds for the Hope Hospice (Shropshire, Cheshire, North and Mid Wales) Lingden Davies Cancer Fund who support quality cancer care for people in Shropshire & Mid Wales, and The Hamar Help & Support Centre based in Shrewsbury.
- 1.7 In addition, TTCs social conscience is evidenced by providing opportunities for work experience placements; apprenticeships and employment opportunities from local labour markets. In particular, TTC recognise and actively recruit people who may have previously struggled to secure employment or may have experienced unemployment, redundancy or discrimination in the labour market.
- 1.8 TTC always support a variety of road safety sector conferences and police national conferences.
- 1.9 TTC senior management team actively encourage employees to succeed in their own individual charity events. Cricket, football and many youth sports clubs receive sponsorship, and donations for new kit. TTC are proud to be a major sponsor of AFC Telford. TTC has given a lifeline to their local Powerchair Football Club where wheelchair users enjoy football training and competitions.

2. Who is covered by the policy?

- 2.1 This policy covers all individuals working at all levels and grades, including senior managers, employees, contract for services staff, trainees, part-time and fixed-term employees, casual and agency staff , consultants, contractors,(collectively referred to as staff in this policy).
- 2.2 In addition, we work hard to develop good relationships with commissioners, clients, employees, communities and the environments in which we operate.

3. Scope and purpose of the policy

- 3.1 This policy covers all forms of CSR but is not designed to be in any way all-embracing or exhaustive in its generic terms of reference.

4. Personnel responsible for implementing the policy

- 4.1 The HR Manager has overall responsibility for the effective implementation of this policy. Responsibility for monitoring and reviewing the operation of this policy and making recommendations for change lies with HR Manager.
- 4.2 All employees have a specific responsibility for making a constructive contribution to CSR. Managers have the additional responsibility of ensuring that all staff understand the importance of CSR and developing a culture that reflects positively upon the company and them as individuals.

Volunteer Time Off (VTO) Policy

Purpose of the Program:

The purpose of this program is to support activities that enhance and serve the communities in which we live and work. The intention is to allow the employees of TTC Group to give back and support the community. At the same time, TTC Group recognises that participating in these sorts of activities enriches the lives of its employees.

Amount of Time Off:

Employees may volunteer one (1) day, (up to 8 hours) per annum 1st January to 31st December. This volunteer time is considered paid time and must be used in no less than ½ day increments. The pay rate is the employee's current base salary or hourly pay on the days the time is taken. With approval from the employee's manager, annual leave or TOIL may be used if a longer time span is needed.

Eligibility:

All employees of TTC Group are eligible to participate in this program. Employees must have successfully completed their probation period with TTC Group

Approval Process:

An employee must complete the Volunteer Time off (VTO) Request Form and submit it to his/her immediate manager at least 4 weeks before the requested time off. Please consider peak work periods in the department before requesting time off to volunteer. Approval is at the discretion of your manager.

Completed forms should be sent to the Human Resources Department for filing.

From time to time policies and procedures are updated. Please refer to the Intranet for the latest version.