

The Company encourages employees from across the business to take part in volunteering activities. The Company's four commitments to responsibility are:

- **acting with integrity**
- **respecting the environment**
- **supporting healthy living**
- **giving back to the communities we serve**

The purpose of this document is to outline the employee volunteering policy and summarise the process which should be followed. The Volunteering Policy applies to Barr Soft Drinks members of staff only, contractors and agency workers are not in scope.

Employee volunteering conditions

- The Company allows each employee up to one paid day per financial year to volunteer with the corporate charity partner or an initiative that falls under one of the four responsibility commitments.
- Each site will have a nominated 'Charity Champion' who will signpost employees to potential volunteering opportunities with our corporate charity.
- Employees must have obtained approval from their line manager before completing the volunteering form ([link to form](#)). The Communications Officer will then verify the volunteering request with the line manager and collate all volunteering submissions.
- If the employee submits absence requests using Appogee Leave, they must select 'volunteering' when documenting their time,
- Employees must act in a professional way when representing the Company in public.

Nominated charity

- Mental Health UK won the employee vote on 20th June 2019 to become the new Barr Soft Drinks nominated charity partner.
- This partnership will run for a period of three years.

Other initiatives

- Employees can undertake volunteering with a local or national charity/group if it is aligned with one of the four responsibility commitments, as outlined in section 1 above.
- Employees must confirm the details of the charity with their line manager and in the volunteering form.

Last reviewed : October 2020

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