Employee Volunteering Policy

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Certified
Corporation

Employee Volunteering Policy

One paid volunteering day per employee, every calendar year

Policy owner	**Directors**
Applies to	All employees of Source and its divisions
Effective date	1st January 2027
Review date	Annually

1. *Policy statement*

At Source, we believe that running a responsible business means contributing positively to the communities in which we operate. Our commitment to sustainability extends beyond our products, waste management and environmental impact. It also includes supporting people, strengthening communities and using our time and skills to make a meaningful difference.

Source will provide every employee with one paid volunteering day per calendar year. Participation in the company-organised volunteering day is a compulsory part of this policy, subject to the fair and reasonable arrangements set out below.

To make participation straightforward and consistent, Source - not individual employees - will organise the volunteering opportunity. The company will select the location, activity and beneficiary organisation, and will coordinate the arrangements with the host organisation. Employees will not be expected to find a charity, contact an organisation or arrange their own activity.

2. Objectives

- Provide practical support to local communities, charities, schools and other suitable organisations.
- Deliver measurable social value through a consistent company-wide programme.
- Support the social element of Source's ESG commitments and demonstrate responsible business practice.
- Complement Source's B Corp commitments through evidenced community and employee impact.
- Encourage teamwork, connection, personal development and employee engagement.
- Create a reliable annual record of volunteering participation and outcomes.

3. Annual volunteering entitlement and requirement

3.1 - One paid day each calendar year

Each employee is expected to complete one company-organised volunteering day in each calendar year. The day will be paid, will not be deducted from annual holiday entitlement, and will normally reflect the employee's usual contracted working hours for that day.

For example, an employee who normally works eight hours on the relevant day will generally complete eight hours of volunteering. Part-time employees will normally participate for the hours they would ordinarily work on that day. The company will confirm the arrangements in advance.

3.2 - Company-organised activity

Source will identify and approve the beneficiary organisation, choose the location and activity, agree the date and practical arrangements, and communicate the details to employees. The company may organise one or more group events to accommodate different teams, working patterns and operational requirements.

3.3 - Fair and reasonable arrangements

The company will make reasonable efforts to select accessible and inclusive activities. Employees should tell their line manager or the nominated organiser about any adjustment, accessibility, health, safety or other practical requirement that may affect their participation. Employees are not required to disclose more personal information than is reasonably necessary to arrange appropriate participation.

Where illness, disability, caring responsibilities, religious observance or other exceptional circumstances prevent participation, the matter will be considered individually. Reasonable adjustments, an alternative activity, an alternative date or another appropriate arrangement may be agreed. The policy will be applied fairly and will not override applicable employment rights or reasonable adjustments.

3.4 - New starters and leavers

For employees joining or leaving during the calendar year, the line manager and nominated organiser will agree a fair arrangement based on the employee's start or leaving date and the opportunities available. Where there is insufficient time to participate, an alternative arrangement may be agreed.

4. *Selecting the beneficiary and activity*

The nominated organiser, on behalf of Source, will select the beneficiary organisation and volunteering activity. Selection should consider the organisation's genuine community benefit, suitability for a group of employees, accessibility, health and safety, safeguarding, location, cost and alignment with Source's values.

Suitable activities may include:

- Environmental projects, such as litter picking, habitat restoration, tree planting or community gardening.
- Community support, such as helping food banks, community centres or organisations supporting people experiencing disadvantage.
- Education and skills projects, such as school improvement activities or appropriate careers and employability initiatives.
- Charity support, such as preparing donations, helping with community events or undertaking practical improvement work.
- Other activities that provide a clear and appropriate benefit to a charity or community organisation.

The company should confirm with the beneficiary what help is genuinely useful before finalising the activity. The programme should be designed around the beneficiary's needs, rather than asking the organisation to create work solely for the sake of the event.

Activities that do not normally qualify

Normal business duties, routine training, attendance at a fundraising event without a volunteering role, activities undertaken primarily for personal enjoyment, or work that amounts to unpaid commercial work for a private business will not normally qualify. Donations of money, goods or equipment may be recorded separately but do not count as volunteering hours.

5. *Planning and communication*

The nominated organiser will coordinate the event with the beneficiary and communicate the following information to employees in advance:

- Date, start and finish times, location and travel arrangements.
- Name of the beneficiary organisation and a brief explanation of its work.
- Description of the activity and the expected community benefit.
- Clothing, footwear, equipment, refreshments and facilities information.
- Any relevant accessibility, health and safety or safeguarding requirements.
- The contact person for questions or changes to attendance.

Employees should follow the arrangements provided, attend punctually and notify their line manager or the organiser as soon as possible if they cannot attend. The company will manage attendance and operational cover.

6. *Health, safety and safeguarding*

All activities must be planned and undertaken responsibly. Before the event, the organiser and host organisation should identify relevant risks and agree appropriate controls, instructions, equipment and supervision.

Particular consideration must be given to manual handling, tools or machinery, work at height, hazardous materials, travel and driving, and any contact with children or vulnerable adults. Employees must not undertake work for which they are not trained, equipped or authorised.

Where an activity involves children or vulnerable adults, appropriate safeguarding arrangements must be in place and any required checks completed in accordance with applicable requirements. Accidents, injuries, safeguarding concerns and significant incidents must be reported promptly to the organiser and handled under the relevant procedures.

7. *Roles and responsibilities*

Source / directors

- Approve the annual programme and provide the paid volunteering day.
- Appoint a nominated organiser and approve suitable beneficiary organisations and activities.
- Ensure the programme is appropriately planned, resourced and reviewed.
- Review annual participation and impact results as part of ESG oversight.

Nominated organiser

- Select and liaise with the beneficiary organisation.
- Agree the location, activity, date, expected outcomes and practical arrangements.
- Coordinate risk assessment, accessibility and safeguarding considerations with the host.
- Communicate event details and maintain the central volunteering register.
- Collect proportionate evidence of participation and impact.

Line managers

- Help ensure employees can attend and operational cover is arranged.
- Raise any participation or adjustment needs with the organiser, respecting privacy.
- Support fair arrangements for employees unable to attend the scheduled event.

Employees

- Attend and participate in the company-organised activity, subject to agreed arrangements.
- Follow host instructions and health and safety requirements.
- Treat beneficiaries, host staff and fellow volunteers respectfully.
- Notify the organiser promptly of absence or any concern.
- Provide brief feedback after the event where requested.

8. *Recording and monitoring*

Source will maintain a central volunteering register, managed by the nominated organiser or another appointed person. The register will be used to confirm participation, calculate volunteering hours and support ESG reporting.

The register should capture:

- Calendar year and employee name or employee reference.
- Department or team, where useful for management reporting.
- Event date, beneficiary organisation, location and activity category.
- Required hours and actual hours completed.
- Attendance/completion status and any approved alternative arrangement.
- Manager or organiser verification.
- Evidence of the activity and measurable outcomes, where available.

The organiser should record attendance as soon as practicable after the event. A simple attendance list and event summary will normally be sufficient. Employees should not be asked to collect unnecessary personal data or information about beneficiaries.

9. *ESG measures and reporting*

Source will measure the programme using a small set of consistent indicators. Results must be accurate, proportionate and supported by records.

Measure	What to record	Purpose
Participation	Number and percentage of employees who completed the day	Shows reach and completion
Volunteering time	Total approved employee hours	Quantifies time contributed
Beneficiaries supported	Number and type of organisations supported	Shows community reach
Environmental outcomes	Verified outcomes, e.g. area improved, trees planted or litter collected	Records environmental benefit where relevant
Community outcomes	Outputs or outcomes confirmed by the beneficiary	Keeps reporting focused on actual benefit
Employee feedback	Short feedback survey or comments	Identifies learning and improvements
Governance	Approved event plan, attendance record and annual review	Provides accountability and evidence

The company may include verified, aggregated results in its ESG communications, sustainability reporting and relevant B Corp-related reporting. The existence of a volunteering programme does not, by itself, guarantee a particular B Corp score or compliance outcome. Any claims must be supported by appropriate evidence and presented in context.

A simple calculation should be used for total volunteering hours: add together the actual approved hours completed by employees. Any monetary valuation of volunteering should only be used if Source adopts a clear and consistently applied methodology.

10. *Failure to attend or complete the activity*

Employees are expected to attend the company-organised volunteering day. If an employee cannot attend, they should inform their line manager or the organiser as soon as possible. The company will consider whether a replacement date, alternative company-organised activity or other reasonable arrangement is appropriate.

Any concern about non-participation will be discussed with the employee first, taking account of the reason, individual circumstances and any adjustment required. Persistent failure to comply without reasonable explanation may be addressed through normal management procedures. Any formal action must be proportionate, consistent with applicable employment law and the company's other policies.

11. *Annual review and continuous improvement*

The directors will review this policy and the programme at least annually. The review will consider employee participation and feedback, beneficiary feedback, community and environmental outcomes, accessibility, costs, operational impact, health and safety, and opportunities to build longer-term community partnerships.

The programme should be improved over time so that it remains practical for employees and delivers meaningful benefits for the organisations and communities supported.

12. *Policy approval*

Approved by	Ollie Rastall
Position	Director
Date	5th November 2026