

## **Volunteerism Policy**

[Firm Name] recognizes it is our responsibility as a good corporate citizen to help enrich our surrounding communities of residence and work. We encourage our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

The following guidelines are for the [Firm Name]'s employees who serve as volunteers in community programs that are either of personal interest or are corporate-sponsored initiatives.

### **Descriptions**

Personal interest programs are those programs whose goals are considered strategically relevant to the mission of the firm, but may not be company-funded.

Firm-sponsored programs are those programs whose goals are considered of strategic importance to the company and for which the company has provided funding.

### **Volunteer Time**

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

Time away from work for volunteering purposes may occur during lunchtime, before work, after work or on weekends, depending upon the type of volunteer program the employee is involved in.

The time away from work policy allows employees to take up to [number of hours] hours of time each month to participate in their specific volunteer program.

Employees may also take up to 8 hours of sick leave per year for volunteer activities.

Volunteer time should be regular and on a set schedule to help with the coordination of other work-related responsibilities.

### **Eligibility**

All full-time employees who have been with the firm for more than one year are eligible.

Interested employees should have a satisfactory or above performance evaluation.

Interested employees should meet with their managers to discuss their volunteer choice, schedule and to receive approval.

