

# Aoife McNamara Ltd. Community Volunteering Policy

The purpose of the Aoife McNamara community volunteering program is to support activities that enhance and serve communities in which we live and work, and the issues that impact quality of life. The intention is to participate in giving back and supporting the community and to allow the employees of Aoife McNamara to share in that effort.

At the same time, Aoife McNamara recognises that participating in these sorts of activities enriches the lives of its employees. Community is not defined as just a local community but may encompass the global community.

### **Amount of Time:**

Employees can donate up to 1 working day (7.5 hours total) per calendar year towards Voluntary non-profit organisations.

Key parts of the program include:

- This donated time will be considered paid time off.
- The pay rate will be the employee's current base salary on the day(s) the time is taken.
- This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year.
- Usage of this time or lack thereof does not affect holiday accrual or sick leave usage.

### **Eligibility:**

All regular employees of Aoife McNamara are eligible to participate in this program. There is no minimum service requirement for participation in this program. Employees can choose a charity of their choice or work together with other employees of Aoife McNamara on a team effort (e.g., a company-wide volunteer day at a local non-profit).

### Ineligibility:

Employees are ineligible to participate if:

- the employee's employment with Aoife McNamara terminates.
- the program is discontinued.

Aoife McNamara reserves the right to amend or terminate this program at any time without prior notice. Aoife McNamara also reserves the right to revoke approval if the employee is misusing the program.

### **Approval Process:**

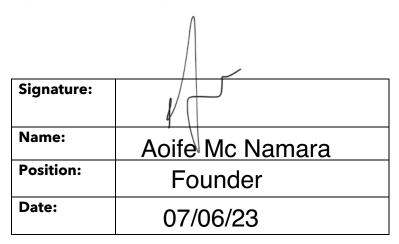
Employees must fill out the Community Volunteering Request Form (see below) and submit it to the manager at least one week before the requested time off. Approval is at the discretion of the management.

Note that community service hours may not be used for organisations that discriminate based on creed, race, religion, ability, or sexual orientation.

Please use your best judgment when evaluating non-profits. For example, here are appropriate uses for community service:

- Planting trees in your local community
- Building a house for Habitat for Humanity
- Donating your time at a food bank
- Cleaning up the beach or park etc.
- Participating in Mentoring programs

## This policy has been approved & authorised by:



### Aoife McNamara; Community Volunteering Policy

# Aoife McNamara Volunteer Community Service Request

Thank you for taking advantage of our community service program! Please fill out the information below. In addition, please submit a copy of this form (with the necessary signatures included) to HR/Payroll.

Employee Name:	
Email:	
Community Organisation Name / Address:	
Website:	
Charity Number:	
Date(s) and time(s) of time off requested:	
Total number of hours requested:	
Description of volunteer activity:	
Employee Signature	Date
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Managers Signature	Date