



7.7 Volunteer Policy

Intent

The employer recognizes it is our responsibility as a good corporate citizen to help strengthen the communities in which we live and work and encourages employees to lend their voluntary support to programs that enrich the quality of life and opportunities for all citizens. The employer will devote time and energy to programs, associations and organizations whose goals are considered strategically relevant to the mission of the company.

Scope

This policy applies to all employees always and without exception.

Bargaining members are requested to refer to their current Collective Agreement for procedures and guidelines pertaining to volunteerism. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Guidelines

The employer requires that any organization, event or association that requires the volunteer efforts of the company or an employee of the company, meet the following standards:

- The organization, association or event are categorized as having an alignment with the employer's values and beliefs, and provides a benefit to the community.
- The organization, association or event has obtained appropriate levels of insurance for volunteers. All registered volunteers should be covered against general liability claims made by another person because of their volunteer work.
- Any health and safety risks are clearly identified, and appropriate training is provided.
- A clearly communicated volunteer screening process is consistently applied.
- Volunteer assignments address the purpose of the organization, association or event and involve volunteers in meaningful ways – reflecting their various abilities and experience.
- Volunteers will receive orientation to the organization, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision and are given opportunities to receive and give feedback.

Volunteer time should not conflict with the employee's work schedule or create a need for overtime. Time away from work for volunteering purposes should occur during lunchtime, before work, after work, or on the weekends depending upon the type of volunteer program the employee is involved in. In extenuating circumstances and with the prior approval of management, volunteer time may occur within the regular business day (ie: charity golf tournament).

Employees are expected to adhere to company policies regarding confidentiality, harassment, conflict of interest, and health and safety while performing their volunteer work as they are acting as representatives of the company.