



## GIVE A DAY - TAKE A DAY VOLUNTEERING POLICY

SU-P-06  
Rev.:2  
Date: 2016/07/05

AET's *Give a Day - Take a Day* Volunteering Policy supports and encourages employees to volunteer. Volunteering is the commitment of time and energy for the benefit of society, the community and the environment.

This document outlines AET's policy on promoting and supporting involvement in voluntary activities by its employees.

### **Purpose:**

- AET encourages all staff to consider volunteering because it benefits the community, staff and the organization.
- It offers a personal and professional development opportunity for all staff (i.e., team bonding, developing skills and interests, boosting morale).
- There are many health and well being benefits that volunteering can offer.
- It raises the profile of AET in the local community and can give employees an opportunity to connect with existing or potential clients.

This policy is designed to support those employees who have limited or no experience volunteering. We also see it as a way of enhancing the experience of those already involved in voluntary work.

### **Time off:**

Employees will be allowed to take up to 2 days paid leave for 2 days that employees participate in voluntary activities during non-working hours within a 12-month period. For voluntary activities that occur during working hours, employees will be allowed to participate with pay up to 2 days, but will not be able to take any additional paid leave. Time off will be approved by management and must be matched by an equal commitment of the individual's own time. Approvals will be considered on their individual merits taking into account the business needs of AET.

In addition to time off listed above, AET will organize volunteering events throughout the year during working hours that will not contribute to the paid days off in lieu of volunteering.

### **Activities Covered:**

AET will not support staff volunteering with certain types of organizations that are deemed to be in conflict with AET's principles, values and ethics (e.g., organizations that promote discrimination or racism). All staff volunteering activities will be approved on a case by case situation (ie: volunteering for a charitable/fundraising event, participating in environmental committees or environmental events), and will require pre-approval to ensure the volunteering activity is eligible as per our policy. Employees are required to discuss volunteering activities with Management as part of the *Give a Day - Take a Day* Policy in advance of their involvement and complete a *Give a Day - Take a Day Volunteering Request Form*.

Sustainability Team Chair

Owner Representative



## GIVE A DAY - TAKE A DAY VOLUNTEERING POLICY

SU-P-06  
Rev.:2  
Date: 2016/07/05

### Business Promotion:

In return for granting 2 days of paid leave, AET encourages staff to engage in business promotion while volunteering. Depending on the nature of the volunteering activity, different types of promotion will be possible. Examples of business promotion include:

- Talking about AET and our services offerings with potential clients
- Wearing clothing with AET's logo
- Networking, gaining new contacts, handing out business cards
- Taking photos of the volunteering activities
- Sharing the volunteering experience via social media and/or AET blog

Remember that while participating in the *Give a Day - Take a Day* program, staff are representing the company and are expected to abide by the code of conduct outlined in AET's staff policies.

The amount of time spent, activities conducted and photos of the volunteering activities may be published in an annual AET Sustainability Report or other promotional material (e.g. website).

### Workers Compensation:

The time spent volunteering for the *Give a Day - Take a Day* program is considered a work-related activity **only** during company-related volunteering activities. Volunteering activities outside the scope of the company and not company-related activities are beyond the control of AET. AET is not responsible for injuries incurred while volunteering for such events and staff will not be eligible for Worker's Compensation for injuries incurred while volunteering.

### Review

This policy shall be reviewed annually by the Sustainability Team, revised accordingly and approved by the Chair and Owner Representative.

Sustainability Team Chair

Owner Representative