



EMPLOYEE VOLUNTEERING POLICY

At TNS, we believe in fostering a strong sense of corporate social responsibility and a commitment to giving back to the communities in which we operate. Our Employee Volunteering Policy outlines our approach to encouraging and supporting our employees in their volunteering efforts.

1. Purpose

Our Employee Volunteering Policy is designed to encourage and support our employees in actively participating in volunteer activities. In turn this strengthens our corporate social responsibility by contributing to the well-being of the communities we serve.

2. Eligibility

All full-time and part-time employees are eligible to participate in volunteer activities.

3. Volunteer Time Off (VTO)

To maintain flexibility and maximise colleague opportunities we do not have prescribed limits on Volunteer Time Off VTO. Any requests for VTO are assessed on a case by case basis.

4. Types of Volunteer Activities

Employees can choose to participate in a wide range of volunteer activities, including, but not limited to, community service, fundraising events, food drives, environmental initiatives, mentoring, and educational programs.

5. Reporting and Documentation

Employees engaging in volunteering are required to document their volunteer hours and provide proof of participation.

6. Safety and Liability

While participating in volunteer activities, employees must adhere to safety guidelines and instructions provided by the host organisation.

7. Non-Discrimination

We do not tolerate any form of discrimination or harassment related to volunteering activities. All employees are encouraged to report any incidents of discrimination or harassment.

8. Amendments

This policy may be reviewed and updated periodically to ensure its effectiveness. Employees will be informed of any changes to the policy. We believe that by actively participating in volunteer activities, we can make a positive impact on the communities we serve. This Employee Volunteering Policy reflects our commitment to fostering a culture of giving and corporate social responsibility within our organisation.

Signed:

Name:

Steve Hughes

Position:

Business Director

Date:

21st November 2023



CHARITABLE GIVING AND COMMUNITY INVESTMENT POLICY

We are committed to making a positive impact on our community through charitable giving and community investment. As a business, we believe it's essential to contribute to causes that align with our corporate values and priorities. To guide our philanthropic efforts, we have developed a corporate policy that outlines our approach to charitable giving and community investment.

Identifying Core Values:

We have identified the core values and principles that matter most to our company. These include food poverty and healthcare.

Continual Support:

Long term support provides greater stability for charitable organisations. Therefore, every year we invest in and support our 3 core charities, these are Macmillan Cancer Research, Guide Dogs for the Blind and Midlands Air Ambulance. As with TNS, these companies are based in the West Midlands and are local to our operation.

Colleague Values:

As a people focussed organisation, we support the issues that are important to our colleagues. All colleague requests for charitable support are considered and decisions made on an individual basis. In 2023 these included supporting Mind and the SSAFA.

Research and Due Diligence:

Before making any charitable donations or community investments, we conduct thorough research to identify reputable organisations and projects that are in line with our values. We examine their mission, financial transparency, and effectiveness in achieving their goals.

Local and Global Impact:

We believe in supporting both local and global initiatives. We allocate a portion of our charitable funds to address local community needs and another portion to tackle broader global issues.

Long-Term Impact:

We prioritise projects and organisations that focus on sustainable, long-term impact rather than short-term fixes. We believe in empowering individuals and communities to become self-sufficient.

Diversity and Inclusion:

We are committed to promoting diversity and inclusion in all our charitable endeavours. We seek out organisations that champion these principles and work to address systemic inequalities.

Collaboration:

We actively seek opportunities to collaborate with other businesses, organisations, and philanthropic groups to amplify the impact of our contributions.

Financial Planning:

We ensure that our charitable giving is well-integrated into our overall financial plan, allowing us to give consistently and sustainably without jeopardising our own financial stability.

Transparency and Reporting:

We value transparency in all our philanthropic endeavours. We keep records of our donations and investments, and we are open to sharing this information with stakeholders who might be interested.

Re-evaluation and Adaptation:

Our charitable giving and community investment policy is not static. We regularly re-evaluate and adapt it to stay aligned with changing circumstances, emerging needs, and our corporate growth.

In conclusion, we are deeply committed to making a positive difference in our community and beyond through our charitable giving and community investment efforts. This policy serves as our guiding framework to ensure that we contribute meaningfully to causes that matter to our business and the world at large.

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Business Director

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