



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