



Volunteering Policy

February 2018

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Large print version available

Volunteering Policy

We're committed to our communities, so we love it when you want to volunteer.

You have valuable skills and expertise that you've developed at work, which charitable organisations and communities need.

Volunteering means you share these skills while learning new ones. It can help your physical and mental wellbeing, and may even prepare you for a different work-life balance or your retirement.

Your commitment really helps us as an organisation too. Through you, we build relationships with charitable organisations (including our charity partners) and the local community, while enhancing our reputation as a responsible employer.

Supporting you to give time to help others is fundamental to our culture and how our business works. Last year, over 600 voluntary organisations received our support – through money, your time or your skills.

Please note, this policy isn't about public duties – we have a separate policy for time off for these duties. Search Z-net for more information.

How we support you – all employees

We offer **three business days per year** for you to volunteer in the community or for a charitable organisation, all while being paid as usual. These days are pro-rated if you're part time, rounded up to the nearest half hour (see the next page for an example).

How will you use your three days? Perhaps to volunteer as a team for a Zurich Cares challenge, to offer your business skills to a community organisation, or to mentor someone in the community? [Click here for some ideas.](#)

If you volunteer as a member of a Zurich Community Trust Committee (e.g. a local grant committee), we'll give you business time for your role. Usually, we think you would need time off on an ad hoc basis, and not always every week. From our experience, these are the average times we see people need:

- Zurich Community Trust Board/Executive: about five days per year
- Zurich Cares Committee Chair: 2-3 hours per week
- Zurich Cares Committee Member: 1-2 hours per week
- Charity coordinator: 1-2 hours per week

How much time off we offer will depend on your role and how much you need. If you don't have a specific role, but still want to get involved, feel free to use one of your three volunteering days.

Whatever you're volunteering for, we can support you through our facilities. As long as your use is reasonable, you can use work meeting rooms, office space, phones, computers (in line with our IT policy), basic stationery and occasional photocopying.

Remember to agree your time off with your manager in advance, and that we may need to manage time off around business priorities. Additionally, please note this time off isn't for political activities.

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How we support you – getting ready for retirement

Whether you've worked with us for one year, one decade, or your entire career, we want to support you in preparing for retirement. So once you've given formal notice of your retirement, you can use half a day per week to volunteer (pro-rated if you're part time). This is while being paid as normal, and is offered across the last six months of your employment. However, if you need a different arrangement, please speak to your manager and we'll see what we can do.

We can give you an idea of the opportunities available through our Evolving Programme, managed by [Zurich Community Trust \(ZCT\)](#). [Click here for more information](#) or contact [Wendy Martin](#) in ZCT (07799 656812 or 7400 4189). Alternatively, if you have an opportunity already, please speak to [Wendy Martin](#) to check you've covered everything you need to think about.

Remember to agree your time off with your manager in advance, and please let [Wendy Martin](#) know your plan.

We hope this makes your transition from working with us into your retirement more comfortable, and helps you decide how you'd like to use your newly freed time.

Risk and insurance

As an insurer, we're naturally worried about risk. So we'll make sure you're covered by our public liability insurance if you volunteer through ZCT. If you arrange your own volunteering, please note you're responsible for making sure you're protected by adequate insurance.

The charities you help out are also worried about risk. For some activities, they may need you to undergo medical, health or criminal record checks (i.e. for volunteering around children or vulnerable adults). Contact the organisation you're helping to see what you need to do, and check out the [ZCT safeguarding policy](#).

Lastly, make sure your car insurance covers your voluntary work before you set off. If you have a company car and are insured through our fleet policy, you're covered for voluntary work. If you're using your own vehicle, check with your insurer.

Part time calculation

Volunteer time = (weekly hours/35) x 7 x 3

21 hour working week example:
(21 hours/35) x 7 x 3 = 12.6 hours

This is rounded up to the nearest half hour, so means 13 volunteering hours.

Remember, we do have the right to refuse requests for time off for volunteering. Obviously we'll only do this in exceptional cases where the time off could detrimentally impact on our business.