

# Employer supported volunteering policy

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## Overview

We make a significant community investment by volunteering the skills of our people for the benefit of society. Actively supporting the communities where we operate is integral for us to continue growing and demonstrate being a responsible company. Volunteering is mutually beneficial because it helps our people develop their teamwork, negotiation, decision making, problem solving, and organisation and communication skills. Details of our community engagement are published in our annual Sustainability Summary available at [www.mitie.com/sustainability2011](http://www.mitie.com/sustainability2011).

This policy sets out our commitment to making a positive impact on society and enhancing our relationships with our clients and suppliers by sharing our expertise and resources.

## Our strategy

- to inspire our people to volunteer their skills and time to support communities;
- to further enhance strategic relationships with clients through joint volunteering programmes;
- by example, to encourage our supply chain partners to support communities;
- use volunteering to attract, recruit, retain and engage with our employees;
- undertake volunteering projects to enhance biodiversity and improve the environment.

## Our approach

Our employer-supported volunteering policy is based upon building and sustaining relationships with our people, our commercial partners and the communities where we operate. We want to inspire our people to contribute to the community in a way that isn't simply financial as we believe the donation of our time and resources is far more beneficial for all involved.

Salaried employees are actively encouraged to volunteer their skills by participating in appropriate community supporting activities. This promotes our profile as a desirable company to work for and helps us to demonstrate our passion for people and our commitment to sustainability.

Volunteering must be in accordance with our employer-supported volunteering guide and volunteers must;

- obtain necessary permissions
- select an appropriate community / charity host;
- identify projects and manage risk;
- plan the project thoroughly;
- carry out the project as intended;
- record and promote the project;
- obtain feedback.

## Our responsibilities

- volunteering projects must not create a conflict of interest or in any way damage our reputation;
- the level of business support will be subject to operational constraints and demands;
- match-funding is available for selected charities;
- projects must be conducted in accordance with our employer supported volunteering guide.

This policy and all related policies, programmes and KPIs are reviewed by myself at least annually.



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