

Britvic Soft Drinks

Community Volunteering Policy Statement And quick guide process

Britvic's CR strategic vision is to be a Progressive, Sustainable and Responsible business.

Under the **Responsible** arm of this strategy are a number of publicly committed CR goals showing support for both our communities and our employees:

- Encourage personal growth through continued support for employee volunteering by increasing the number of those who participate
- Continue to support our charitable partners on relevant health, social and environmental issues. These include: Barnardo's, UNICEF, FareShare, MEND and Essex Community Foundation

Volunteering Policy

Our community volunteering policy aims to support these goals by allowing employees, as a guideline, two hours per month throughout the year **or** up to two full days out (taken as either two single or two consecutive days.)

Whilst we encourage our employees to get involved in all aspects of community support – product donating, matched fundraising as well as volunteering, it is necessary to recognise that the running of our business must always take priority.

Leave Guidelines

Given business priorities, all involvement must first be agreed with your Line Manager. Volunteering leave must be applied for as with any other leave, to ensure that the commitment is undertaken at a convenient time and does not impede performance of core duties. This may mean that at certain times of the year, or where resource is restrictive, volunteering may be impossible for some teams.

Benefits

Apart from the obvious benefits volunteering brings to the community or charity, it also offers many benefits to participating employees and teams, including supporting Britvic's DNA focus areas, personal development, work/life balance and learning new skills such as leadership, creativity and budgeting.

In addition, once an employee has volunteered they can apply via B.link+ for their £50 'thank you voucher' to donate to the charity or community project.

Examples

Employees are free to choose which community or charity causes they support and there are many ways to get involved both individually or as a team, for example:-

Individual volunteering - Case Studies:

- Many employees are School Governors and won their place via Britvic's promotion of School-Governors-One-Stop-Shop (www.SGOSS.org.uk). The role involves sitting on a School Board of Governors and helping with areas such as helping to set future strategy, raising performance, increasing attendance, budgeting and fundraising.

The role requires approximately two hours per month of work-time to attend meetings or to engage in school events.

- A Marketing employee gives her two hours per month to her local hospital where they run a clinic to complement cancer treatments. The clinic has many admin duties to be

performed whilst the staff are busy offering patients physio and counselling and running support groups for family and friends. The volunteer therefore takes over answering the phone, updating databases as well as helping to fundraise for the unit. The clinic also make use of the Britvic employee's marketing experience in PR to promote their fundraising activities.

Team volunteering - Case Studies:

Fee based volunteering (some charities will charge a fee for team-building style volunteering to cover their time and admin costs)

- Financial Services chose 'team building with a cause'. They embarked on a week long campaign in Barnardo's, competing for foot traffic and sales against other volunteering teams across Barnardo's shops.

They learned many new skills, assigning roles within their teams, and ultimately raised over £8000 for the charity.

Free volunteering

- A 30-strong team of Beckton Engineers wanted to use their two days volunteering, as a team. A local school with little budget wanted an outdoor educational area and needed support. In small teams they volunteered their time to the school in order to weed, build and plant a herb garden for the school children who learned how to cultivate and grow things.

External information on volunteering

More information about volunteering is available via our CR/Charity B.link+ site or external websites such as: www.vinspired.com or www.direct.gov.uk

Your commitment as a volunteer

Whilst your volunteering efforts with any charity will be much appreciated, they cannot afford to be let down at short notice, so will expect you to keep to any hours/days to which you have committed. They will also have certain guidelines, and health & safety regulations that you will be expected to follow, and as representatives of Britvic Soft Drinks you will be our Ambassadors, so a positive impact is essential.

Expenses/Fees

Some charities have to charge fees for certain types of volunteering, because if team building led this can involve organisation of 100's of employees over several dates. Some could involve you sourcing materials such as garden equipment or tools.

However, most initiatives will only involve reasonable expenses, and if agreed with your Line Manager may be covered - such as travelling to and from a site for the day, but these are down to the discretion of Line Managers so ensure you check first. Most charities will expect you to bring your own refreshments, such as lunch for the day.

Any out of work hours volunteering is recognised in different ways, such as Unsung Heroes and therefore no expenses are covered, or activities formally captured.

Measuring our involvement

It is very important that volunteering leave is recorded. Britvic is a member of The London Benchmarking Group (LBG), a recognised community investment measuring tool.

A Charity Representative at each site captures all community investment throughout the year via the LBG tool, including volunteering, so please ensure you keep them up to date with your activities:

Site Charity Representatives:-

- Chelmsford HO – Laretta Lamont/Maxine Cowell

- Mobile/Sales – Jackie Poole/Emma Speller
- Beckton – Tania Hall
- Widford – Seema Hotston
- Huddersfield – Carol Smith
- Leeds – Lisa Doyle
- Norwich – Kate Greeves
- Rugby – Linda Mistry
- Solihull – Carmel Gibbins/Kathy Hudson
- NDC/Mica – Alison Lucas/Susanne Crossfield/Annette Pursglove

Employee Liability Insurance

Britvic provides adequate insurance cover for volunteers whilst carrying out volunteering roles within company paid time, which have been approved and authorised as per the guidelines in this policy. If further insurance details are required see Public & Employee Liability policies. If an employee is using their own car for volunteering they would need to ensure their own insurance covers such activities.

For and on behalf of **Britvic Soft Drinks**

Doug Frost
HR Director

Date: April 2011

Quick process guide to volunteering for Line Managers and Employees

