## Employee volunteering policy template

### Introduction

Welcome to [company name] Corporate Volunteer Policy. This document outlines the guidelines and procedures for employees who wish to engage in volunteer activities. Our aim is to foster a culture of giving back to the community while aligning with [company name] core values and objectives.

### Policy brief and purpose

The purpose of this policy is to:

* Encourage employees to contribute positively to the community.
* Provide a structured framework for volunteer activities.
* Align volunteer efforts with [company name] corporate social responsibility goals.
* Supported volunteer activities

[Company name] supports the following types of volunteer activities:

* Environmental conservation efforts.
* Educational programs for underprivileged children.
* Community health and wellness initiatives.

### Eligibility and participation

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

Interested employees must fill out a Volunteer Activity Request Form and submit it to the HR department for approval.

### Time-off and compensation

Employees are allowed up to 16 hours of paid Volunteer Time Off (VTO) per year.

Additional unpaid time off for volunteering may be granted at the discretion of the department manager.

### Liability and risk management

Employees must sign a liability waiver before participating in any volunteer activities.

[Company name] holds a general liability insurance policy that covers employees during approved volunteer activities.

### Reporting and evaluation

Employees are required to log their volunteer hours using [company name] Volunteer Tracking System.

The HR department will evaluate the impact of volunteer activities annually, using metrics such as the number of volunteer hours logged and community feedback.

### Code of Conduct

Employees must adhere to [company name] general Code of Conduct while participating in volunteer activities.

Any misconduct may result in disciplinary action and revocation of volunteer privileges.

Amendments

[Company name] reserves the right to amend this policy at any time. Employees will be notified of any changes.

Signature and Date

[HR Manager's Name]

[Date]

***Disclaimer****: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.*