

GeO Charity Volunteering Policy

Purpose

GeO promotes the taking part in charity volunteering opportunities by its employees and encourages employees to volunteer for activities in the local community or national charities.

Benefits of volunteering

Participation in charity days or volunteering programmes create mutual benefits for GeO, the local community and our employees. Some of the activities our employees get involved in may support the local economy and enable skills and competencies to be developed and enhanced within the community.

Employees benefit from the development of new skills. Physical improvements to health may be coupled with mental improvements to competencies beneficial in the workplace as well as personal wellbeing.

Time off to volunteer

Full time employees are eligible to apply for a maximum of *two* days of paid time off for charity volunteering, during each holiday year. These days cannot be carried forward into the following holiday year.

Volunteering should take place during an employee's normal working hours, unless agreed otherwise with the employee's line manager. If volunteering is undertaken outside working hours, there will be no time off in lieu permitted unless pre-authorised; time spent volunteering is not absence from work. The decision on the working arrangements is at the discretion of line managers in order to facilitate business operations. The arrangements are not a change to terms and conditions of employment.

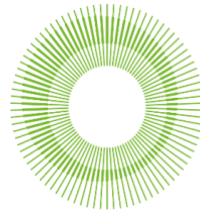
The Company may unfortunately need to reject requests for charity volunteering time off, if the request cannot be accommodated due to business reasons.

Employees should provide a copy of any confirmation from the charity that they have been accepted as a volunteer as part of their application.

Applications

Employees should submit a volunteering application to their line manager if they wish to apply for charity volunteering work. An employee can register their interest by sending an email to their line manager with the following details:

- volunteer project name and type
- reasons why the employee is wishing to volunteer
- the skills the employee can bring to the project



- the timescale for the project and the time the employee proposes to allot to the project

The Company does not support political or lobbying projects or activities.

Consideration of application

The employee's line manager will discuss the application with the Operations Director to determine whether to grant or reject the application.

GeO will reject applications for operational reasons, if the employee's line manager believes the employee's work will suffer.

Disclosure and Barring Service checks

For those types of volunteering work that require a DBS check, we would expect your chosen charity to arrange this if required, however please discuss with GeO if you have any concerns.

Charity Update

As part of Geo's agreement for up to two paid days off per holiday year, employees who undertake charity work must write a max of 200 words about the charity work, for GeO, which may be used in the Company newsletter, Company web site or any other promotional communications, both internally within the Company and externally in marketing materials (with employee agreement).

Expenses

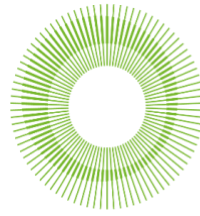
Reasonable expenses incurred through charity volunteer work must be pre-agreed before being reimbursed by GeO.

Insurance and liability

There are two types of charity/volunteering scenario's. Depending on this, insurance responsibilities and cover will differ:

- a) GeO sponsored volunteering projects

The appropriate level of insurance is provided as part of Company-wide organised 'GeO-sponsored volunteering projects', during the Company's usual working hours, which extends to personal injury, professional and public liability insurance. An example of this would be; GeO have organised the activity, you are representing GeO and GeO have undertaken the necessary risk assessments prior to the activity.



b) Employee direct organised charity/volunteering project

Company employee liability insurance does not provide cover for employees attending volunteering charity days outside of GeO. An example of this is employee organised charity/volunteering work directly with a charity of your choice. Charities must confirm they have the appropriate levels of insurance in place for volunteers whilst working under their control and supervision.

Charities providing volunteering opportunities directly to GeO employees, will be required to confirm to us that the employee has been trained in undertaking the work to be performed, that hazards and risks have been assessed and steps taken to control the risks.