

HOPE
Construction Materials

hopeforothers@hopeconstructionmaterials.com

www.hopeconstructionmaterials.com

Hope Construction Materials
Berkeley Square House
Berkeley Square, Mayfair
London W1J 6BU

Hope Construction Materials Limited
Registered office: 3rd Floor, Berkeley Square House, Berkeley Square, Mayfair, London W1J 6BU
Company Registration Number: 8284549, VAT No. GB 179 9400 64





Hope For Others

Guiding Principles

Hope Construction Materials is committed to its social responsibilities by taking an active role in the community. As part of this commitment, where possible, Hope Construction Materials, would like to support those colleagues wishing to participate in voluntary activities, to enhance their wellbeing and development. The Hope For Others scheme complements the work the company is doing in supporting communities around its operations.

Definition of Voluntary Work

For the purpose of this scheme, voluntary work/ volunteering is defined as carrying out tasks or providing services for individuals or community organisations without financial payment or compensation.

Volunteering may involve a one-off event over a day, or taking part in a charitable event (eg sponsored cycle ride etc).

Everyone's invited, get involved!



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Volunteer Scheme



Key Principles:

1. Hope Construction Materials recognises the positive and meaningful impact of colleagues participating in voluntary activities:

- ✘ To make a difference to people's lives;
- ✘ To be part of, and contribute to the local community or environment;
- ✘ To learn or develop new skills or enhance skills;
- ✘ To meet new people and gain new experiences for personal development;
- ✘ To gain confidence, motivation and a sense of achievement,
- ✘ To enhance social/personal wellbeing;
- ✘ To enhance work/life balance.

2. When considering applications for colleagues wishing to volunteer, it is important for managers to assess the possible benefits such arrangements may bring to the individual and the community.

3. It is important for all colleagues to recognise that any request to undertake voluntary work will be considered on an individual basis and will be made in line with business needs.

4. The following additional guidance is also available:

- ✘ Guidance for colleagues: How to apply for leave to volunteer
- ✘ Guidance for managers: Considering requests to volunteer
- ✘ Volunteering: How to get involved

5. Provision for leave - Hope Construction Materials will give consideration to releasing a colleague during work time, to take one paid day off per half year, or the equivalent of one working day per half year in shorter blocks to participate in voluntary activities.





Volunteering: How to get involved

It may be helpful to consider:

- ✗ Why do you want to volunteer?
- ✗ What would you like to gain from volunteering?
- ✗ What experience and skills can you offer?
- ✗ What types of voluntary work would you be interested in/enjoy doing?
- ✗ How much time can you dedicate to volunteering?
- ✗ Would you like a regular commitment or one-off project?

There are various online facilities which you can use to search for a type of project or all projects within a certain area or town. You can even put in times/days in which you are free to volunteer to produce results suited to your schedule, including weekend and evening options too (not just weekday standard working hours).

If you find something you're interested in, you can apply online.

- ✗ Do it volunteering made easy: www.do-it.org.uk/
- ✗ Volunteering England: www.volunteering.org.uk
- ✗ Charities Aid Foundation: www.cafonline.org

Top tips for choosing volunteering activities

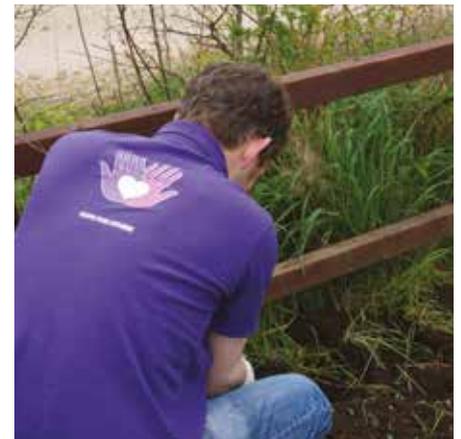
- ✗ Choose something you will enjoy. You will get so much more out of the experience if you like the activity
- ✗ Remember to be realistic as to how much time you can allocate, consider that Hope Construction Materials will support up to one full day's paid leave every six months
- ✗ Read through the 'task profile' carefully to ensure you know what is expected of you
- ✗ Don't worry if you don't have the required skills as on the job training is usually provided.

Other ways to support voluntary organisations or charities

If you are unable to volunteer but would like to support local charities or voluntary organisations, you may wish to consider Give As You Earn. The Give As You Earn scheme enables you to make tax-efficient donations to the charities of your choice direct from your salary. Colleagues can contribute a set amount each month which will be deducted from your monthly pay.

Insurance, Risk & Health and Safety

It is important that colleagues undertaking volunteering projects ensure that the projects are covered by the appropriate public/employers' liability insurance and meet health and safety requirements. All volunteers will be required to complete a risk assessment before undertaking any volunteering/charitable activity.





Guidance for Colleagues: How to apply for leave to volunteer

It is recommended that early discussions take place between yourself and your manager, as far in advance as possible, about your plans to participate in voluntary activities or events. This will enable you both to consider how this may be accommodated.

Please note that whilst Hope Construction Materials will endeavour to agree such requests, your line manager is entitled to turn down requests should they compromise the needs of the department/business.

Making an application

Applications to undertake voluntary activities/charitable events are to be made to your line manager. The application should state the activity and organisation you wish to contribute to, why, when and how this opportunity will contribute to the community.

As part of your application your manager may ask you to present a written letter of recognition of your volunteering commitments, from the voluntary organisation, to demonstrate your contribution to the project.

Volunteer's Checklist

If you wish to volunteer you will need to:

- ✘ Discuss your plans for volunteering with your manager at the earliest opportunity
- ✘ Take the time to explain the volunteering commitments to your manager and inform them of when you require the time off
- ✘ Complete the volunteering request form
- ✘ Get the organisation to complete a feedback form after the event
- ✘ Wear the appropriate clothing
- ✘ Take a camera to capture the event
- ✘ Make sure the appropriate risk assessment is in place
- ✘ Arrange transport where required.



Sharing Experiences

Colleagues that have participated in volunteering are encouraged to share their experiences with others, either within their department/team or within the wider Hope Construction Materials organisation, for example, by taking photos etc

