# Community Volunteering Policy

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## 1. The AB Agri Vision

*"We are a unique community of leading agricultural businesses consistently striving to improve the sustainability of food production".*

Sustainability within AB Agri means:

- ➢ Producing more food with fewer resources – "more from less"
- ➢ Enhancing the natural assets associated with agri food production – "in our nature"
- ➢ Learning and enabling others in the agri food sector – "side by side"

## 2. Our Sustainability Commitments

At AB Agri we are building a culture and reputation where our actions are true to the words we speak and the principles we believe in. We are committed to making AB Agri a great place to work and to promoting a diverse workforce that is culturally aware and engaged.

Employees have told us in the Great Place to Work Survey that they want to "feel better about the ways they contribute to the community".

Being a "responsible neighbour" is at the heart of this. We want to continue the good work we are already doing in the communities in which we live and work. In addition, AB Agri has identified priority areas to focus on:

- ➢ Working with like-minded groups in the community to help businesses, and AB Agri in particular, make a positive difference in our communities
- ➢ Working with schools and young people to teach them about science and farming and to encourage young people to think about a career in agriculture and food production
- ➢ Supporting the development of agricultural communities outside the UK

## 3. Volunteering with Success

AB Agri believes employee volunteering is a good thing to do, not only because it helps us help the communities in which we live and work, but because it can provide additional opportunities for personal development.

We ask managers to support requests for employee volunteering and this Policy aims to provide guidance for managers and employees.

## 4. Manager Guidance

AB Agri will provide up to 2 days or 15 hours a year for employees to volunteer on community projects which support the objectives outlined in this policy.

Volunteering activities should be with a recognised community group or registered charity.

Volunteer days will be paid at the employee's normal rates.

## 5. Business organised activities

Time out of work to undertake volunteering activities should be requested as per annual leave, and be approved in advance by the employee's line manager.

Employees should express their interest for any advertised events directly to the organiser.

A volunteering log is maintained centrally by the F24 Programme Manager, to enable us to track our progress against volunteering targets. This is managed in line with the General Data Protection Regulation.

After the event the organiser will invite employees to feedback on their experience. This will enable us to learn and share experiences across AB Agri.

All volunteering employees will be expected to live by AB Agri standards of behaviour and code of conduct, as if they were working at their usual place of work. In particular care must be taken to understand any health and safety requirements at the place of volunteering.

Please contact the Volunteering Team or your F24 representative with any further questions.

## 6. Non-business organised activities

Employees are entitled to use their volunteering days for non AB Agri organised activities.

The volunteering days must be used within contracted working hours, as defined within this policy.

This must follow the authorisation process defined in section 5.

This policy is subject to change by the Company, in line with changes in statutory law, case law and best practice. They do not form part of the employee's contract of employment.