

# Charity, Communities and Volunteering Policy

October 2021





## **Introduction**

Speedy recognises that a large number of charitable and community organisations rely heavily upon donations from the UK business sector and appreciates the increasing difficulties that many organisations face in raising funds.

Speedy is proud of its charitable and community giving achievements, which bring many benefits to the people and communities in which we live and work. This is an important element of our Environmental and Social Governance (ESG) programme.

Speedy has set up an annual charity and communities fund and volunteer leave allowance, which colleagues can access. This policy outlines how Speedy will support charity and community organisations.

Everyone at Speedy is responsible for making sure that they understand and adhere to this policy.

## **What we support and fund?**

Speedy's aim is to ensure that support and funding is well directed and targeted in a way that maximises its impact. Therefore we shall support registered charities, including our corporate charities and community organisations through fundraising, sponsorship, donations, providing free or discounted hire and equipment and volunteering.

Where colleagues have personal interest and/or links with charities (e.g. they act as trustees or patrons of those charities), they must disclose these links at the time of any request. They should also ensure that the relevant provisions of the Hospitality, Gifts & Sponsorship Policy are complied with at all times.

## **What we are unable support and fund?**

It is our aim to support charity work that has the greatest direct benefit. Consequently, we are unable to support and fund:

- Individuals other than Speedy colleagues or customers/ customer colleagues who are looking for sponsorship for fundraising activities.
- Charity advertising space, unless specifically linked to a Speedy funded project.
- Political organisations and campaigns.
- Promotion of specific religious/ political ideas or views.

If an employee wishes for Speedy to be involved in charities which are not specifically within this policy but are not specifically excluded as above, a request to the Communities Committee shall be made for consideration. Any such request must be supported in writing by an Executive Board member.

## **Registered charities**

Speedy principally supports and funds registered charities that comply with legislation including the Charities Act of 1992 (in particular Part II), The Charities Bill (introduced in 2005) and The Charitable Institutions (Fund Raising) Regulations (1994). This is to ensure that Speedy is not subjected to unscrupulous appeals, damage to Speedy's reputation and/or negative media attention from working with unregistered charities.

Colleagues are required to check that the charity has registered status when applying to the Communities Committee for support or funding. Charity status can be checked here [Search the charity register - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



## **Community Organisations**

To ensure we do not dis-engage our colleagues who are either volunteering in the community, or supporting community groups, Speedy reserves the right to include donations to community projects that do not hold registered charity status. The agreement to donate or undertake activities in support of community organisation will be governed by the Community Committee.

## **Funding**

The charity and community fund is managed by the Communities Committee and applications for support and/or funds should be made via the Communities Committee [communities@speedyservices.com](mailto:communities@speedyservices.com)

An annual fund value will be set at the start of each financial year and is allocated on a first come first served basis. As a guide general funding levels will be determined on the following basis, however these will be reviewed on a case-by-case basis to take into the account the nature of the request and the charity/community organisation;

- Sponsorship or donations to colleagues charities/ community organisations - between £100 to £500.
- Sponsorship or donations to customers charitable fundraising organised through our customers - between £100 to £500.
- Match funding of fundraising for charities/ community organisations – up to £100.
- Match-funding campaigns and initiatives that exceed the maximum of £100 donation to colleagues taking part in such initiatives.

When the fund limit is reached any further charitable/ community donations shall come from the relevant sales or operational budget.

## **Individual Employee Fundraising**

We recognise that our colleagues wish to take part in their own individual fundraising activities to support a cause that is close to their heart. Colleagues can submit a request for Speedy to contribute to their fundraising efforts by completing the Employee Fundraising Application Form. Each request will be assessed individually and if the submission is successful, Speedy will match an employee's fundraising up to a maximum of £100 for the nominated charity. However, where Speedy deem it appropriate, the Company can implement match-funding campaigns and initiatives that exceed the maximum of £100 donation to colleagues taking part in such initiatives.

We recognise that colleagues may wish to organise their own fundraising activity at work to raise money for ongoing appeals. We support and encourage colleagues who work on their own initiative to raise funds for worthwhile causes, though we ask that they balance this with responsibility to protect the business, the general public and themselves whilst undertaking any such activity. Where fundraising is likely to generate internal or external publicity for Speedy, this should be agreed in advance with both the Corporate and the internal Head of Communication and People Engagement.

Colleagues may wish to get involved in 'personal' fundraising activities for charities that may not adhere to the agreed charities outlined in this policy. Speedy has no objection to colleagues gaining sponsorship from colleagues, though colleagues are advised to check the credentials of charities, bearing in mind the policy and guidance outlined within.

## **Free or Discounted Hires**

We often receive requests to provide equipment free of charge or at a heavily discounted rate for community events. If the request is for an equivalent hire value below £100, the decision



about whether we can support should be made at a local level with the depot that is closest to the event. The depot manager should assess whether the equipment is available for the period required. The manager should consider that at certain times of year, equipment such as heating and lighting, and equipment to deal with severe weather such as floods, is in high demand and we often have limited availability. For requests with an equivalent hire value above £100 we are unfortunately unable to support unless it is aligned to one of our corporate charitable partners.

If hires are agreed for free, equipment should not be provided until the customer has signed to accept our terms and conditions. This is crucial to ensure that the customer is responsible should the equipment be misused, damaged or lost whilst on hire.

Details on the value of the free/ discounted hire must be provided to the Communities Committee to enable Speedy to capture the social value of the hire.

## **Volunteering**

Speedy will support colleagues to volunteer with a registered charity and/or community organisation of their choice. An annual total allocation of volunteer days will be set at the start of each financial year, which colleagues can draw down on until the limit is reached. Volunteer leave will be limited to 1 day per colleague per annum. All applications for volunteer leave shall be made via the Volunteer Leave Form on the charity page of the Hub and shall be authorised by the employee's line manager and forwarded to the Communities Committee [communities@speedyservices.com](mailto:communities@speedyservices.com)

## **Health and Safety**

Safety and sustainability are key to everything that Speedy does, including our work supporting charities and community organisations. Colleagues are responsible for ensuring via the registered charity or community organisations that health and safety arrangements are in place before engaging in activities and/or volunteering. Please contact the HSSEQ team for guidance.

## **Other Speedy Policies**

This policy should be read in conjunction with the Delegation of Authority Document and the Hospitality, Gifts & Sponsorship Policy. This is particularly relevant in relation to requests for sponsorship as specific authorisation limits are set out in those documents.