

**babcock**<sup>TM</sup>



**Be Kind Day**

**Global Volunteering Policy**

**BAB-HR-POL-31**

# Introduction



One of our key Environment, Social & Governance (ESG) priorities is to make a positive impact in the communities we're serve and are proud to be part of. From supporting native tree planning in New Zealand and carrying out renovations at Bokantsho Primary School in Viljoensdrift, Free State, South Africa, to our 'Blood Bikers' on the TMASS contract, Babcock volunteers are already making a positive impact in their local communities.

Volunteering is a rewarding and meaningful experience which allows each and every one of us to play a valuable role and make a positive difference in our communities. There are also significant personal development and wellbeing benefits to be gained.

Deeply rooted in our Principle of 'be kind', we will be offering all employees the opportunity to take up to one day's paid leave a year to volunteer with their chosen organisation or registered charity. **'Be Kind Day'** is our way of encouraging and supporting you to volunteer your time and skills when you want, where you want.

I know many of you already dedicate your personal time and expertise to a variety of voluntary activities, and for that.. thank you.

For those that don't, yet, I hope you will use your **'Be Kind Day'** opportunity either individually or as part of a team to get involved and seek out unique volunteering activities that match your skills and interests.

Volunteering is part of our contribution as a socially responsible business and this policy is our first step in recognising the work that has already taken place and as a signal of that yet to come.



The possibilities are endless!

If you would like more information, or have specific questions around how and when to get involved in your part of the business, you can contact your line manager.

# Purpose

The purpose of this policy is to inform our employees and managers of the provision of one day's paid leave (or equivalent hours) for volunteering and to provide a framework for the application process. It has been designed to support and encourage employees to be proactive in identifying suitable voluntary activities that mutually benefit Babcock, individuals, teams and the communities we are so proud to be part of.

# What is 'Be Kind Day'?



We are giving every employee the opportunity to take one working day's paid leave a year to undertake volunteering work with their chosen organisation or registered charity and we're calling it 'Be Kind Day.'

This approach supports our Environment, Social and Governance agenda, an integral part of our corporate strategy and how we do business, and it underpins our corporate Purpose: to create a safe and secure world, together.

Employees can choose from a range of volunteering activities, and all we ask is that they fall within one of the areas chosen by Babcock as the focus for our charitable efforts;

- › Local communities
- › Environmental work and conservation projects
- › Military charities and events
- › Sports
- › Art
- › Education
- › Employee networks

Employees can choose to volunteer through an organised group, for example a charity or community group, or more informal, for example getting together with your Team members to organise a local public space clean-up.



# How to take part

- › Choose an activity you would like to undertake, speak with your Line Manager to outline what you will be doing and agree the timing of the leave. Try to give as much notice as possible. You can take a whole day, or a series of shorter periods, in hours, which add up to a day, depending on the nature of the volunteering.
- › The Be Kind Day is a global initiative and, as such, the way you will request your Be Kind Day will vary with where you are in the world. Refer to your Line Manager or local HR team, who will be able to guide you on your local process.
- › Share your experiences with your manager and colleagues. They'll love to see the impact you are having and could get inspiration for their own Be Kind Day. We would also encourage you to share a photo on a social media platform like LinkedIn or the Babcock Thrive app to encourage others to take part.

