

## **Centrica employee volunteering policy**

### **Purpose**

Through the Centrica community investment programme we seek to address issues of wider social concern that are relevant to our business. We focus our resources where we can make an effective contribution and enable our employees to get involved in community activities.

As such, we are committed to encouraging and enabling our employees to participate in volunteering activities to support their personal development, help the company achieve its community investment goals and deliver benefits in communities where we operate.

In support of our commitment, this policy and associated guidance for employees and managers, aim to create a framework for employee volunteering throughout the Group.

Please also refer to the following policies:

- Centrica community investment policy
- Centrica employee volunteering – employee guidance
- Centrica employee volunteering – manager guidance

### **Scope**

This policy applies to employees working within the Centrica Group in the United Kingdom. It is non-contractual and can be subject to change and withdrawal at any time

### **Policy**

Our employees are our most valuable asset. We are very fortunate to have a highly skilled and motivated workforce, and our business success is built on this foundation. Our people have a great deal to offer outside of their day to day roles and many of them welcome the opportunity to use their knowledge and expertise to benefit their local communities. We recognise the value of employee volunteering and the difference our people can make. As such, we are committed to supporting employees in their volunteering activities and helping them to realise personal ambitions, whilst making a positive contribution to society.

Centrica enables employees to get involved in appropriate volunteering activities for up to two days (16 hours) of work time per annum. This time commitment will be applied on a pro rata basis for part-time and temporary employees and employees are expected to match the Company's commitment with their own time.

### **Personal development**

Where appropriate, volunteering can be offered as one of the choices of methods of meeting development needs within the PDP process. These might be for the individual and the team and might include:

- Team development
- Business planning
- Marketing and communications
- Project management
- Valuing customers

### **Process and implementation**

Through the 'Get Involved' microsite Centrica helps employees and managers to find and agree suitable volunteering opportunities according to location, skills development and personal interests. Employees may also seek to use the policy to undertake opportunities out with the 'Get Involved' microsite. Approval of employees' involvement in volunteering activities is at the discretion of local management.

### **Line managers' responsibilities**

- To assess employees' involvement in line with business priorities taking into account the benefits both to the individual(s) and to the Company
- To work with employees to agree the most suitable opportunity based on existing skills and personal development goals