



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Volunteering Policy

January 2023

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Introduction

Providing support to the community is the key pillar of this policy and the Central Bank's Corporate Social Responsibility (CSR) policy statement. We achieve this through supporting employment and education initiatives, and through colleague volunteering.

Central to our mission is serving the public interest and the welfare of the people as a whole and in doing so our communities benefit and our colleagues gain an understanding of the issues that affect our communities, consumers, and the public at large. This is reflected in our core values of 'integrity and care', 'courage and humility', and 'teamwork and excellence'.

Purpose

The purpose of this policy is to support activities that enhance and serve the communities in which we live and work and enrich the wellbeing of those colleagues who participate.

Scope

This policy applies to all Central Bank employees.

Policy Statement

Colleagues may take up to one days' paid leave per year to support a registered charitable organisation, or community activity, in accordance with the conditions outlined below.

Employer Supported Volunteering (ESV) Activities

- ESV activities refer to official CSR initiatives that are undertaken in support of the Central Bank's chosen cause(s). The themes of 'education', 'financial literacy', 'increasing employability', and 'skills transfer' are at the heart of the Central Bank's ESV activities. To support this, the Central Bank selects causes that broadly fit within these themes;
- A list of the currently supported ESV activities is published on the CSR section of Plaza - please click here to access the site. Colleagues can find out more about volunteering in CSR initiatives by contacting csr@centralbank.ie and by reviewing the notices on Plaza for upcoming volunteering opportunities.

Volunteering outside of ESV Activities

- In addition to the causes that are selected by the Central Bank colleagues can also support a range of other activities, for example in their local community. Furthermore, the Central Bank's Charity Committee also partners with charitable organisations with a new set of partners selected every two years by way of a vote by colleagues;
- The Committee also administers the matching funds process each year to supplement donations made by colleagues to other charities. These fundraising activities, donations and other charitable giving initiatives are all part of the culture of altruism encouraged by the Central Bank. For more information on the work of the Charity Committee, please visit their page here.

Volunteering Guidelines

- Colleagues who wish to volunteer in either an ESV or personal activity should communicate this in advance to their line manager. Participation will be subject to

line manager approval and will be considered in accordance with business needs as time spent volunteering should not interfere with core work;

- The allocation of one days' paid volunteering leave is used to facilitate activities that occur during normal working hours, however, it is acknowledged that some activities may take place outside of this timeframe. In these circumstances while volunteering leave will not apply, colleagues are encouraged to speak to their line manager to find a flexible working solution e.g. it may be agreed that the team member leave work early on a given day to fulfil their volunteering activities.

Process of taking Volunteering Leave

- Applications for volunteering leave should be submitted via HR Central, in the same manner as all leave requests, having discussed the request in advance with the line manager and providing appropriate time to consider the request in advance of the activity;
- Requests for volunteering leave refer only to volunteering activities that take place on a day you would normally be in work;
- Colleagues may select a registered charity or community activity of their choice and may work together with other Central Bank staff on a team effort. Group volunteer activities, organised at a Divisional or Directorate level, will not take from a staff member's volunteering leave balance;
- The volunteering day may be used to support multiple shorter periods of volunteering which collectively equate to approximately one working day. Line managers will need to exercise a 'common sense' approach in considering the time requirements of such an activity. Examples may include the Early Learning Initiative which requires a commitment of one hour per week over 6 weeks which will equate to a colleagues annual allocation of one days' paid volunteering leave;
- This paid leave is an annual allocation and refreshed at the start of each leave year. Usage of this time does not affect any other leave accrual.

Insurance

- The Central Bank will ensure that all external organisations, with whom our staff are volunteering for ESV activities, have adequate accident or personal injury insurance cover along with the Central Bank's employer liability insurance cover;

- Colleagues volunteering with their own charity or activity of choice (i.e. non-ESV volunteering) will not be covered by Central Bank insurance (save for any life insurance colleagues may themselves have as an employee);
- The Central Bank cannot accept responsibility for colleague's actions and will not provide indemnity in connection with personal volunteering work;
- It is recommended that, for personal volunteering activities, colleagues check that they are covered under the organisations' or community group's own indemnity insurance for the activity of which they are involved prior to engaging in any activity.



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