



ITV Volunteering Guidelines 2006

The good you can do, is the good you can give!

We all have a talent that we can share for a greater good. Whether you are giving your time and talent to a cause of your choice, joining in on a huge ITV-led national campaign or simply considering where to begin, the ITV Volunteer Scheme can put you on the right path while offering you a days paid time in leave to do it.

ITV Volunteer Time

If you would like to make a difference in your community by volunteering to improve the lives of others, then ITV would like to help. In 2006, everyone will have the opportunity to take one day off in paid time to get involved in volunteering activities.

Why should I get involved in Volunteering?

Volunteering is a great way of helping local communities, building teamwork skills and providing rewarding experiences.

Once upon a time volunteering conjured up visions of meals on wheels, soup kitchens and charity shops. Today choices available to volunteers across the country might include being an advocate for a Citizens Advice Bureau to becoming a seminar leader at a business education seminar; reconstructing a dry-stone wall in the countryside to getting involved in the rehabilitation of offenders in an inner city. Other volunteering ideas include: Team challenges; Mentoring; Professional Skills sharing and Board Membership.

Many volunteers tell stories of amazing life experiences – making new friends with people from all walks of life and deriving tremendous satisfaction from their time as a volunteer.

How does our Volunteer scheme work?

If you have a charity in mind that you wish to volunteer your time and skills to; or if you are already involved in volunteering, and one day of paid time would help you to get involved in a particular project or initiative for that charity, then the first step is to complete the attached form and talk to your line manager about the idea.

All we ask is that you are mindful of the business needs of your own department and the potential impact of your absence on your colleagues, before putting forward your request.

To ensure that you don't let anyone down, you will get an answer to your request for Volunteer Time from your line manager within 5 working days.

What do I have to do?

Managers are asked to pass on details of your volunteer activity will be passed to Internal Communications and you may be contacted either in advance of your Volunteer Time or after you return, so that you can share your experience on the Watercooler and encourage others to join in.

On occasions, you may need more than one day off work for a one-off volunteering initiative. Where this is the case, you might wish to request special unpaid leave.

Resources

Apart from your own time and expertise, you should not usually need any other resources for your chosen volunteer task. However we do recognise that on occasion the use of a photocopier may be required to reproduce booklets or some blank paper could be of use – any such reasonable requests will be considered.

Conflicts of Interest

You will, in the main, be involved in volunteering on a personal basis and acceptance of your request should not be seen as an endorsement by us of a particular charity or that we are favouring one charity over an other.

You should also take a moment to think about potential conflicts of interest for yourself, for example:

- You may be working in current affairs, news or topical programmes and you should take care and not normally associate yourself with any campaigning body; and
- You must be careful about getting involved in lobbying campaigns, as again we cannot endorse specific causes.

If you are in any doubt whether your volunteering request could represent a conflict of interest you should contact your local HR Department for advice.

Additional Support

On occasion, you may wish to request additional help for your volunteer initiative. For example, if your volunteering activity involves a fund raising event you may wish to request some ITV branded merchandise to include in an auction. On such occasions you should make a specific request to the Communications Department, whilst we cannot guarantee that it will be accepted we will consider such requests favourably.

Safety Issues

Finally, safety is important and it is your responsibility to check that the charity you are volunteering for has conducted a thorough risk assessment and that any risks detected have been communicated to you along with ways that they can be minimised and controlled. Prior to any volunteering task, you should also have been advised as to what clothes and if necessary Personal Protective Equipment you need to wear.

Time Off for Public Duties

In addition to the Guidelines above, we already allow you to request to take up to a maximum of 10 days unpaid leave as part of our commitment to support time off for public duties, as outlined below. Such requests should be put directly to your line manager. For further information, please contact People Direct.

- A justice of the Peace
- A member of a local authority
- A member of a statutory tribunal
- A member of a National Health Trust
- A member of a board of visitors for prisons, remand centres, young offender institutions
- A member of the Reserve Forces Territorial Army
- A Governor of a grant-maintained school, higher education or local education establishment