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LR_POL_093	Owner:	Jolanta Moniewska
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Volunteering Policy

Introduction

The purpose of this policy is to encourage and support employees in volunteering activities that benefit the community, foster a sense of social responsibility and enhance the Lightrise's commitment to community engagement.

Scope

This policy applies to all full-time and part-time employees of Lightrise, irrespective of their job role or department. It encompasses volunteering activities undertaken during both regular working hours and outside of them, provided they align with the guidelines outlined in this policy. The policy applies universally across all geographical locations where Lightrise operates, ensuring consistency and adherence to corporate values regarding community engagement and social responsibility.

Volunteering Hours

- **Full-time employees** are eligible for 8 hours of paid volunteering leave per month
- **Part-time employees** are eligible for volunteering leave on a pro-rata basis. Use this [calculator](#) determine the appropriate amount.

Eligibility

Employees are eligible to participate in volunteering activities after successfully completing their probationary period. This ensures that employees have integrated into their roles within Lightrise and are familiar with the company's operations and expectations.

Eligibility extends to both full-time and part-time employees, providing opportunities for all staff members to contribute positively to their communities while fostering a sense of social responsibility.

All proposed volunteering activities must receive approval from the CEO to ensure alignment with Lightrise's values and operational priorities. This approval process helps maintain coherence between volunteering efforts and the company's broader mission of community engagement.

Procedure

To request volunteering leave, employees must submit a formal request at least two weeks in advance. This request should include comprehensive details about the volunteering activity, including the organization involved and the specific dates and times of involvement. The manager or CEO will evaluate each request based on workload considerations and the activity's alignment with Lightrise's values and community impact goals.

Employees will receive a decision regarding their request no later than one week after submission. Approved employees will be notified promptly, along with any necessary arrangements to accommodate their absence from regular work responsibilities.

Upon approval and completion of the volunteering activity, employees are required to submit a brief report summarizing their participation. This report should detail the date(s) of involvement, the total hours contributed and a concise summary of the activities performed or outcomes achieved.

Volunteering Activities

Volunteering activities at Lightrise should reflect our core values and have a positive impact on community welfare. These activities encompass a wide range of initiatives aimed at fostering social responsibility and community development. Employees are encouraged to participate in:

- Humanitarian Aid
- Educational Initiatives
- Environmental Conservation
- Skills-Based Volunteering
- Community Development

All volunteering activities must receive prior approval from the CEO to ensure alignment with Lightrise's values and minimal disruption to regular work responsibilities. This framework encourages employees to contribute meaningfully to their communities while reinforcing our commitment to social responsibility and community engagement.

Transition from Volunteer to Worker Status

Lightrise recognises that, under the Employment Rights Act 2025, individuals who carry out work that meets the legal definition of "worker" may be entitled to statutory employment protections. If a volunteer's duties, responsibilities or working arrangements evolve in a way that resembles paid or directed work, Lightrise will review their status to determine whether they have become a worker.

Where a volunteer is found to meet the criteria for worker status, Lightrise will ensure the individual receives all associated employment rights, including fair working conditions, protections against exploitation, and any rights enforced by the Fair Work Agency. Any transition from volunteer to worker status will be confirmed in writing, and appropriate contractual arrangements will be put in place.

Liability and Risk Management

To ensure the safety and protection of all involved parties, Lightrise implements robust liability and risk management protocols for volunteer activities.

Prior to participating in any volunteering activities, employees are required to sign a liability waiver. This document acknowledges the potential risks associated with volunteering and releases Lightrise from liability for injuries, damages or losses that may occur during these activities. The waiver emphasizes the voluntary nature of participation and the importance of adhering to safety guidelines.

Lightrise holds a general liability insurance policy that covers employees during approved volunteer activities.

Reporting

Employees are required to submit a brief report of their volunteering activities within one week of completion. The report should include the date, hours dedicated to the activity and a concise summary detailing the nature of the work performed.

This reporting process ensures accountability and allows Lightrise to track the impact of employee involvement in community initiatives. It also serves to recognize and celebrate employees' contributions to social responsibility and community support.

Edits	Date	Editor	Changes
1.	03 February 2026	Jolanta Moniewska	<ul style="list-style-type: none">Required by the Employment Rights Act 2025 to ensure volunteers who transition into worker status receive the correct statutory rights and protections.