

WDC RECOGNISED VOLUNTEERING PROJECTS GUIDELINES

Employees wishing to volunteer for a WDC recognised project must first obtain the permission of their line manager. Those projects currently included within these guidelines are:

- National Bowls Championships
- Commonwealth Games (2022) and associated events
- National Cycle Tours
- WDC Elections*

NB: This is not an exhaustive list. Approval for a project not currently included here must be obtained from CMT via Head of Service in advance. Managers should then ask HR to update these Guidelines held on the Intranet

Reasonable time off either during normal working hours or time in lieu for the above activities will be considered by the line manager and must be approved in advance. Any approval will take into account the business need and team requirements.

Please note that this only applies when it is not part of the employee's normal job. All other volunteering carried out by employees should be undertaken in the employees own time.

Employees may be required to undergo a medical check for some activities; this may be due to the risks involved. Some roles, for example those involving contact with children or vulnerable adults, may also require a certificate from the 'Disclosure Barring Service'.

*specific regulations and rates of pay applies to work done on Elections

HR
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