

Employee Volunteering Policy Guidance for Managers

Introduction

Premier Farnell is committed to the sustainable development of the business – balancing our responsibilities to our shareholders, the environment and society.

We believe that by releasing the power of individuals within Premier Farnell, we can have a positive impact on society and reduce our impact on the environment.

Many large organisations promote service or volunteering days to their employees and encourage them to give at least one day a year to the community or their chosen good cause. Premier Farnell employees take pride in the Group's approach to social and environmental responsibility and we would like to build on this sense of engagement by, as a high performance company, promoting employee volunteering.

Premier Farnell believes there are significant business benefits to be gained from encouraging employees to get involved in community based volunteering, and encourages managers to act as role models, supporting members of their team who wish to develop their skills and improve their engagement through employee volunteering.

Employee volunteering offers numerous opportunities to develop employees' skills, as well as strengthen the relationships we have with local communities. It also assists with improved levels of recruitment and retention because it creates a positive culture and a great deal of employee satisfaction.

Premier Farnell has a published community investment strategy and charitable giving policy both of which encourage employees to volunteer to their chosen good causes and to contribute to the local community.

The purpose of these guidelines is to clarify the Group's approach to employee volunteering, support managers and ensure all volunteers are treated fairly and consistently and that they, the Group and the good cause maximise the benefits from volunteering.

The Futures system allows employees to record the volunteering activity they have undertaken and to include this in their personal development planning and review.

Definition of “Company Time” and “Working Hours”

In this document, “company time”, or “working hours” refers to the period Monday to Friday during which an employee is contracted to perform their duties as defined by their role. Volunteer activities that are undertaken during this time (that are approved) will be paid as normal. Employees will not be expected to use vacation days to participate in volunteering for which the company will publicly claim credit.

Employees are welcome to use their weekends and vacations to volunteer at their discretion, although this time will not be paid by the Company (including weekend or vacation events that are sponsored or supported by the Company). The opportunity to volunteer during the weekend will not detract from an employee's ability to request to volunteer during Company time.

Making a difference in the community

- All employees are encouraged to participate in at least one volunteering activity per year during working hours. This can be completed through team challenges or individual activities, and can form part of the one hour development commitment, and time spent (that is not detrimental to day-to-day duties) on approved volunteering during working hours is not deducted from the volunteer's salary.
- Opportunities to volunteer during working hours can be granted at the discretion of line managers. Colleagues should ensure that they have their manager's permission to join the programme or activity before signing up, and should have identified and agreed their target developmental benefits with their line manager. However, employees should feel encouraged to participate.

Recruitment

- Volunteering opportunities are publicised on the intranet or by the businesses' Community Teams.
- Our volunteering programme is open to all employees.
- Every potential volunteer has the opportunity to discuss the programmes available with the Community Team in each business. This gives the potential volunteer the chance to find out if their skills, development needs, abilities and ideas for volunteering match the volunteering opportunities available.
- Line managers are responsible for ensuring that colleagues do not take on too many volunteering roles to the detriment of their normal responsibilities.

Expenses

- A grant of up to £250 may be available for team challenges – requests for funds can be made on the appropriate form which can be found on the Intranet under Premier Farnell CSR
- Colleagues are entitled to be reimbursed for out-of-pocket travel costs incurred in the fulfilment of their volunteering role. Individual departments are responsible for the payment of these costs.

Recognition and Development

- The Futures personal development planning system enables employees to record their volunteering activity and discuss how this has contributed to their development in the review process with their line manager. Employees taking part in volunteering activities must log their activities on Futures.
- Volunteering activities can serve as productive teambuilding exercises and employees are encouraged to participate in community-oriented teambuilding projects with their department, where feasible and appropriate. Support in planning these projects is available from local Community Teams.

Time Commitment

- We do not want to impose a limit on the number of activities undertaken by colleagues – it is the responsibility of line managers to ensure that volunteering does not detract from the day to day operation of the business.
- Volunteering opportunities will be advertised on the Intranet and an indication of the time commitment of each activity is provided

Insurance

- All colleagues will be covered by the Group's Public and Employers' liability insurance policy whilst undertaking voluntary work formally approved and authorised by the business.
- Colleagues planning any other volunteering activities e.g. for their own good causes are not covered by the Company's insurance arrangements (even if wearing company logos etc.) It is the employee's responsibility to identify insurance requirements and to make suitable arrangements.
- Colleagues should inform their insurers if they are using their own vehicle to undertake any volunteering activity, be it formally approved or otherwise.

Health & Safety

- All volunteers must act responsibly, with due care and attention to the health and safety of themselves and others.
- Particular consideration should be given to individual capability and any disabilities highlighted to ensure that the volunteering activity can be managed in a way that will not harm the employee or others.
- Consideration should be given to the need for a risk assessment. These can be recorded on risk assessment documents, available from either the CSR function or from the regional Health and Safety manager, and will be stored alongside other organisational risk assessments.
- All accidents that occur during volunteering work should be reported promptly to the volunteer's manager and to the business' Health & Safety manager as soon as possible.

Steven Webb

Company Secretary and General Counsel

August 2009