

# VOLUNTEERING POLICY

Version: 5.1 Date: 01.04.2026 Owner: Head of People

## Purpose

Stonbury Ltd is committed to achieving the highest standards of service, which can be achieved through a highly trained, skilled, motivated and diverse workforce. We endeavour to work alongside our clients in their aim to make a positive impact on the natural world, society and employees. The provision of Corporate Social Responsibility (CSR) activities, such as volunteering plays an important part in making it possible to achieve this aim while also helping to attract and retain the best possible employees. Additionally, with the intensified global focus on the effects of greenhouse gases and their impact on the climate and biodiversity, we have accepted the urgent need to embed a sustainability culture throughout the organisation.

Allowing employees to participate in volunteering activities can play a vital role in working toward the UN's Sustainability Goals. The Company positively encourages and actively supports employees who wish to volunteer for the benefit of their local communities and personal wellbeing.

## Scope

This policy applies to Stonbury Ltd. The decision to accept an application for voluntary work will be based on an objective assessment to determine the extent to which the individual and placement is suitable.

## Voluntary Placements

Upon successful completion of a probationary period, all employees can apply for additional paid leave of 2 days (pro rata) in any 12-month period for voluntary placement. The request will be put in writing to line management who will liaise with People and Culture regarding correct administration via the PeopleHR system and SHWEQ approval of activities.

It is the responsibility of the employee to make travel arrangements to and from the volunteering venue(s). Travel and meal expenses can be claimed in the usual way.

Any required checks ahead of placement, such as DBS, will be carried out by the charity/organisation.

During voluntary placement, you represent Stonbury Ltd. As such, you will display and follow our core values and represent the brand in a positive light. Existing policies remain in place throughout placement, including our disciplinary policy.

## Monitoring and Review

The number of approved voluntary placements will be monitored and will be subject to regular review by management to ensure that this works effectively both in the interests of the Company and the employee.

This policy will be reviewed annually.

## Approval

Signed by the Head of People



Adrian Young

Date 1<sup>st</sup> April 2026