

Charity and Volunteering Policy

This document sets out Amey's approach to charity donations, partnerships, sponsorships, and employee volunteering (Social Impact Days).

Introduction

Amey has set an ESG goal to enhance the wellbeing of people and communities we impact. We believe charitable engagement and volunteering are important aspects to help achieve this goal.

The purpose of this policy is to set out the requirements employees must adhere to regarding charitable engagement and volunteering activity.

Employees are required to follow a procedure to apply, register, and report their volunteering, known as Social Impact Days (SIDs) and ensure they have the appropriate insurance and safety measures.

Definitions

A Charity A non-profit making organisation registered as a charity in their relevant jurisdiction.

Charitable Donation Any donation to a charity organisation, with no expected returns. A charitable donation is a gift of cash, property (e.g. office equipment), or services made to a nonprofit organisation to help it achieve its goals, without expecting anything in return.

Charitable Partnership or Social Value Partnership (or membership): A one-off, or longer-term partnership – in return for benefits, such as:

- a collaboration that aims to deliver for a joint social or environmental purpose.
- allowing Amey to advertise or sell services at an event, a premise or within printed material (to include Awards).
- providing Amey with communications/marketing benefits – including engagement activity or social media opportunities.

Community Engagement The process of working collaboratively with community groups to address issues that impact their collective wellbeing.

Social Impact Days The term Amey uses to support and encourage employees to undertake volunteering.

Volunteering Participating in community activities or company-organised events to help others. Examples include raising funds, supporting or running events, monitoring or conserving wildlife, giving expert help, guidance or information.

Social Value The benefits that come about through public service contracts that improve the economic, social, and environmental wellbeing of people and communities. More broadly it is the measurement of the importance that people place on the changes they experience in their lives. It goes beyond financial measures and considers the broader benefits to the community, environment, and individuals

Environmental, Social and Governance (ESG) refers to integrating Environmental, Social, and Governance factors into our strategy, business model, operations, and decision-making.

Charity

Charitable Objectives and Exclusions

Amey supports charitable activities associated with the following objectives:

- **Employment, Education and Skills** - projects that educate, develop, and inspire future generations to become the talent that delivers sustainable infrastructure services.
- **Equal Opportunities** - projects that support and provide opportunities for individuals facing barriers to lasting employment.
- **Natural Environment** – projects that protect and enhance our natural environment.
- **Community Health and Wellbeing** - projects that support action to transform lives and shape sustainable communities.

Amey does not make investment in, sponsor or donate to political parties or religious organisations.

Approvals for charity donations, partnerships and sponsorships

All charitable donations, partnerships and sponsorships must be approved, as outlined in the '[General Authorities Schedule](#)', including but not limited to section 11: "Charitable donation" (ref 11.1) and Charity or Social Value Partnership (or Membership), (ref 11.2), as applicable.

The Group ESG Team will keep a record of all 'strategic' charity donations, partnerships and sponsorships. The BUs are required to keep a record of all 'operational' charity donations, partnerships and sponsorships.

Employee Chosen Charity

Every two to three years, Amey will ask its employees to nominate and vote for a charity in each of the jurisdictions it operates. The Group ESG team, supported by a network of Charity Champions, will manage the day-to-day relationship with the chosen charity.

At the start of the partnership with the Employee Chosen Charity, Amey will set clear goals for fundraising, volunteering, and raising awareness.

Amey's Charity Boost Initiative

If an employee is taking part in an event to raise money for a charity of their choice, they can apply for an additional donation from Amey via the 'Amey Charity Boost' scheme, administered by the Group ESG Team.

Employees can apply for up to £100 per person per calendar year. For example, if an employee raises £68, Amey will donate £68. If an employee raises £435, Amey will donate the upper limit of £100.

All applications need to comply with the following criteria:

1. Applications should be submitted by permanent employees who are currently employed by Amey, or on their behalf. For example, Supervisors, Line Managers, People Managers or Social Value leads.
2. Applications can be made on behalf of a team of Amey employees for one event, but must include the following:
 - Agreement from colleagues to claim their annual Charity Boost.
 - Provide all team names in the relevant section of the application form.
3. The event must have taken place within the previous three months prior to the application.
4. One application per employee, per calendar year.
5. Open to full and part-time permanent employees.

6. Chosen organisations must be a registered charity in the country in which the employee is working for Amey.
7. Events such as village fetes and quiz nights should have an Amey employee or employees as the main organiser(s) to qualify for the Charity Boost.

The following fundraising activities and organisations are outside the scope of the Charity Boost scheme:

- Strategic charity partnerships
- Employee Chosen Charity
- Collection box-only fundraising
- Religious organisations
- Organisations that discriminate based on race, colour, creed, gender or national origin
- Organisations or programmes designed to influence legislation or elect candidates to public office or with any political orientation or purpose
- Events that could be considered to bring the company's reputation into disrepute

For further details, see Amey's [Charity Boost Hub page](#) or view the guidance document [here](#).

Work Lotteries

If an employee or employee team want to raise money for a charity by running a lottery, raffle, sweepstake, tombola, or other prize contest with colleagues, they must adhere to laws for the jurisdiction in which they are operating.

In the UK, these activities are regulated by the **Gambling Act 2025** and employees must adhere to the following:

- **Amey Locations Only** Employees can only sell tickets to people who work in the same location, and work for Amey. That means no selling to people in other offices, sites, depots or those who work from home full-time. It also means no selling to people outside of Amey. For purposes of the work lottery rules, an employee is considered to work at the location stated in their employment contract.
- **It Must Be for a Good Cause** The money raised must go fully to the to charity. No money can be made for other purposes.
- **No Profit Allowed** The lottery must be promoted for a good cause, i.e. for a purpose other than private gain.
- **Selling Tickets** Employees must sell physical tickets for a raffle or lottery in person at your office, site, depot or Amey location. Employees must not sell tickets by email or online.
- **Price Consistency** All employees must pay the same price for a ticket.
- **Ticket Sharing** Employees must not share paid tickets to someone else.

Various offences are associated with work lotteries that do not comply with the above rules. The individuals and the organisation involved may accordingly be subject to prosecution. Employees must therefore ensure that any work lotteries they organise are fully compliant. For more information:

Gambling Commission: [How to run a lottery with people you work with](#).

Gambling Commission: [Fundraising, raffles and lotteries](#).

If employees would like to promote a lottery that allows them to sell tickets to individuals outside of Amey or online, they will need to register as a small society lottery with their Local Authority. There is a small fee to pay. To run a small society lottery, employees will also need three people in their society and a business address to run the lottery from. Employees can find out more information on how to run a small society lottery on the Gambling Commission website [here](#). The Local Authority should also be able to answer any questions employees may have. Please note that Amey will not provide

resource support to implement this or allow its business email, or business address to be used. Any small society lotteries are the sole responsibility of participating employees.

Employee Volunteering: Social Impact Days

Amey encourages employees to undertake volunteering activities and actively promotes volunteering opportunities through our 'Social Impact Days' (SIDs) programme.

Full time employees of Amey are eligible for a maximum of 2 paid days a year of social impact activities taken as leave. This can be taken as 2 full days or split between several days throughout the year. For instance, an employee contracted to work 7.5 hours per day, 5 days per week could volunteer for 2 hours a day spread over 7 different days or 1 hour per day over 14 separate days.

Part time employees are also encouraged to take part in SIDs, with pro-rated time allocation to be confirmed with their People Manager.

To respond to certain community needs we understand that some volunteering opportunities may occur outside of normal working hours. On these occasions evidence will be required to validate participation. Any out of hours volunteering must be pre-agreed with the employees' Line Manager. If these activities occur outside of normal working hours, the time may be given back in lieu, subject to Senior Management approval.

Acceptable examples include one-time volunteering events such as

- A community litter clearance within a community Amey operates.
- Volunteering at an event that one of Amey's strategic charity/community partners is hosting.
- Participating in an Amey fundraising challenge.

Regular commitments like weekly sports coaching are not eligible.

Scope of Social Impact Day activities

SIDs should benefit a not-for-profit, community organisation or charity. Employees are encouraged to use their skills or areas of expertise to maximise the impact. Example Social Impact Day volunteering activities include:

Employment, education and skills

- ✓ Taking part in a school's careers event
- ✓ Delivering a STEM event in a local school: Amey's, 'We Solve It'

Protecting or enhancing our natural environment

- ✓ Tree planting
- ✓ Litter picking / beach clearing
- ✓ Improving green spaces
- ✓ Cleaning/improving local rivers/canal

Supporting Voluntary, Community, and Social Enterprises (VCSEs) to thrive

- ✓ Mentoring or coaching people who are setting up nonprofit businesses or social enterprises
- ✓ Using professional skills and/or experience to provide guidance to Small, Medium Enterprises or VCSEs
- ✓ Supporting projects that are promoting community business innovation

Improving your local community

- ✓ Improving community or charity buildings such as village halls, for example painting and decorating

- ✓ Taking part in community safety campaigns
- ✓ Projects that improve community wellbeing – reducing crime, homelessness etc.
- ✓ Taking part in community awareness raising events such as PRIDE

Supporting Amey's Employee Chosen Charity

- ✓ Volunteering at one of their establishments
- ✓ Acting as a Marshall or similar at a fundraising event
- ✓ Taking on a fundraising challenge

An employee may use a charitable fund-raising event/day as their SID.

Exclusions

Amey do not make investment in or donations to religious organisations, however it is recognised that some charities may have links to religions organisations as a secondary motif. Employees wishing to undertake these activities may do so in their own time, independent of their employment with Amey and their volunteering hours.

How to apply

To use a SID, employees are required in advance to:

- ✓ Discuss what and when they want to use their SID(s) with their people manager or supervisor. Wherever possible, requests for SIDs should not conflict with any peak work schedule, other work-related responsibilities, or cause conflicts with other employees' schedules.
- ✓ Book the SID via the People Portal, the same way as employees would book annual leave (see 'Social Impact Day' drop-down option). Where prompted please enter the 'Event Type', 'Organisation', 'Postcode' of volunteering and a 'Brief Description of activity'.
- ✓ If employees are required to complete timesheets, SIDs should also be recorded within these. Employees should ask their line managers for the correct code to use.
- ✓ Review and adhere to safety and insurance requirements.
- ✓ After completing volunteering, tell their local social value lead what they've done so this can be recorded and celebrated.

Expenses

Expenses for SIDs are considered as regular business expenses and must comply with Amey's Business Expense Policy.

Risk Management: Insurance, and health and safety

Amey will ensure that volunteering activities are covered either under our own insurance or through third-party insurance where Amey has arranged the activity. Where an employee has independently identified an activity to undertake using one of their SID days, they are responsible for confirming that the external organisation has the appropriate and up-to-date insurance in place. This also applies to activities booked via the Neighbourly platform; employees must ensure the external organisation holds suitable insurance coverage.

Employees or activity leads in group situations must complete a risk assessment before any Amey-organised SID activity. If an external organisation runs the event, volunteers need to obtain and follow its risk assessment and safety procedures. These assessments identify hazards and set controls to ensure health and safety. All activities must take place in line with [Amey's Zero Code](#) principles.

Where the activity is an Amey organised event, employees must manage this in accordance with Amey's Management system, Zero Code principles, and treat it like any other Amey job. A safe system of work, including a comprehensive risk assessment must be developed and implemented by the Amey supervisor responsible for the task.

Employees supporting voluntary work not organised by Amey are responsible for confirming that the external organisation has appropriate liability insurance, health and safety arrangements, and any required training and equipment in place, ensuring that all equipment is safe and fit for purpose. They must follow these safety procedures and ensure they only undertake activities that align with their own skills and expertise.

Across all volunteering activities, employees should always follow Amey's Zero Code principles, for example if you don't feel it's safe then stop and talk to the organisation to agree what needs to change to make it safe to start again.

Incident reporting is required across all volunteering activities.

Safeguarding

All volunteers must adhere to both Amey's safeguarding policy and the host organisation's safeguarding protocols when children, young people, and vulnerable adults are present. For more guidance, see Amey's Safeguarding Policy in the Associate Documents section.

Associated documents

- [Amey Social Value Policy](#)
- [Charity Boost Guidelines](#)
- [Safeguarding Policy and Arrangements](#)

Roles and Responsibilities

ROLE	RESPONSIBILITIES
Amey Executive Committee	Responsible for ensuring this Policy is implemented and that systems and processes are developed and monitored.
Group ESG	Keep a record of all strategic charitable donations, partnerships and sponsorships. Provide reports to the CEO, Executive Committee and ESG Committee as required. Responsible for updating this Policy.
Employees	Gain the required approval for new charity and social value donations and partnerships. Ensure Social Impact Days are within the specified criteria and discussing with line manager before applying/booking via the People Portal. Communicate their attendance at a volunteering activity and a brief overview of the Social Impact Day via their account social value lead, or equivalent, for capturing on Thrive and celebrating.
All managers	Ensure that all employees are aware of their responsibilities under the policy and that it is fully implemented. Implementation of Amey's Management Systems and Zero Code principles, review Health and Safety measures where appropriate, and approve Social Impact Day requests. Guide employees to report the details of their completed Social Impact Day to their local social value lead, or to an

equivalent representative if no social value lead is appointed, such as a Sector Social Value Manager.

Revision status

REVISION	DATE	AMENDMENT	CONTENT OWNER	MANDATED BY
1.1	August 2020	Issues for use	ESG Director	CEO
1.2	June 2022	Alignment to GAS approvals	ESG Director	CEO
1.3	April 2024	New policy template refresh and align publication of Match Funding Guidance Document	ESG Director	CEO
2	Feb 2026	<p>Merger of Amey-SV-VOLUNTEERING-PO-01, and Amey-SV-CHARITYANDSPONSORSHIP-PO-011 policy documents.</p> <p>Input on work lotteries. Review in line with international operations.</p> <p>Incorporation of safeguarding guidance. Updated Risk Management section. Annual review.</p>	ESG Director	CEO