mfr CONSULTANTS INC

Ideas Creativity Innovation

Volunteer Release Time Policy

Effective Date: February 20, 2024

Purpose:

MFR Consultants recognizes the importance of giving back to the community and supports employees who wish to volunteer their time for approved charitable, non-profit, or social impact organizations. The **Volunteer Release Time Policy** outlines the guidelines and procedures for employees to use up to 16 hours per calendar year for volunteering activities while ensuring productivity and business continuity.

Guidelines:

1. **Eligibility:**
    a) All full-time employees are eligible for volunteer release time.
    b) Employees must be in good standing and meet performance expectations to utilize volunteer release time.
    c) Temporary and contract employees are not eligible for volunteer release time.

2. **Approved Organizations and Efforts:**
    a) Volunteer activities must be conducted with approved organizations that are charitable, non-profit, or contribute to social impact. These organizations and initiatives are subject to review by your manager and MFR leadership.
    b) Employees must obtain approval from their direct supervisors for their chosen volunteer activities and organizations.
    c) Volunteer activities must align with MFR's values and ethical standards.

3. **Time Allocation:**
    a) Employees are allotted up to 16 hours of release time per calendar year for volunteering activities.
    b) Employees may use the entire allotment at once or in increments, subject to approval from their supervisors. Unused volunteer release time cannot be carried over to the following year.

4. **Approval Process:**
    a) Employees must submit a request for volunteer release time to their direct supervisor, including details of the organization, activity, and proposed time.
    b) Supervisors will review the request and determine its alignment with company values and operational needs.
    c) Approved requests will be documented and retained for record-keeping purposes.

5. Scheduling:

    a) Volunteer release time should be scheduled in advance and coordinated with the employee's workload and team responsibilities.
    b) Supervisors may consider factors such as business demands and staffing levels when approving volunteer release time requests.

6. Reporting:

    a) Employees are required to accurately report their volunteer release time in Vantagepoint under MFR Internal Operations → 0009 Social Impact / Volunteer Release Time.
    b) Any discrepancies or changes to approved volunteer activities should be promptly communicated to your direct supervisor.

7. Exclusions:

    a) Volunteer release time cannot be used for political campaigning, personal business ventures, or activities that conflict with company policies or interests.
    b) Employees cannot receive compensation or use company resources for their volunteer activities.
    c) Employees **may not** offer *pro bono* services that align with MFR's service offerings.

8. Compliance:

    a) Failure to adhere to the Volunteer Release Time Policy may result in disciplinary action, up to and including termination of employment.
    b) Employees are expected to represent MFR Consultants positively during volunteer activities and uphold the organization's reputation.

MFR Consultants reserves the right to revise, amend, or terminate this policy at any time without prior notice.