

## **IRL COMPANY POLICY - VOLUNTEERISM**

### **1. INTRODUCTION**

- 1.1 As part of our commitment to sharing knowledge and engaging with all sections of the community, International Rugby League (“IRL”) has developed a Volunteering Policy.
- 1.2 The aim of this policy is to inform employees and managers of the IR’s position on volunteering and to provide a framework for the process.

### **2. DEFINITION:**

- (i) **VOLUNTEER:** A volunteer is an employee of the IRL who engages in activities that fall outside their usual role. These activities will benefit the individual and / or the organisation. For example, this may be assistance at events run by the IR.

### **3. KEY POINTS**

- 3.1 When considering applications from employees wishing to volunteer, line managers will assess the benefits such arrangements may bring to the employee and the IRL.
- 3.2 Any request to undertake voluntary activities will be considered on an individual basis, will be granted at line managers discretion and will be in line with business needs.
- 3.3 A combination of methods could be considered to enable the employee to take time off to volunteer. This would include annual leave, paid or unpaid leave, study leave etc. Consideration will also be given as to whether Time Off in Lieu (TOIL) will be given to employees who volunteer.
- 3.4 All IRL employees who volunteer at an IRL event will need to complete a Disclosure and Barring Services (DBS) Check form prior to the event commencing.

### **4. APPLICATION AND APPROVAL PROCESS**

- 4.1 An application should state how much time is being requested and how this opportunity will benefit the employee and/or the organisation. This should be discussed directly with the employees direct report/Manager.
- 4.2 If the line manager supports the request, they should state on the application form how the leave is to be provided (paid, unpaid etc.) and whether TOIL can be accrued.
- 4.3 Once a decision is made, the Executive Director will return the form to the Direct Report/Manager to communicate the decision to the employee. There is no right of appeal.

5. This Policy has been prepared consistent with English law and standard practices for English companies. Where IRL Employees are based in other jurisdictions such that local employment law applies then that law will apply to the extent of any conflict with the provisions of this Policy. This policy shall be reviewed from time to time, but should any new law (or new interpretations of existing laws) take effect which are inconsistent with this Policy, then that law (or interpretation) will be deemed to apply to the extent of any inconsistency.

