PROCEDURE FOR
COMMUNITY INVOLVEMENT

VOLUNTEERING

Doing for the community from a place of inner strength and love for others.

According to the value definitions in the Doing Good Model

1. Purpose of the procedure

Company _____, which is engaged in _____, is working to establish value-based investments in the business and social field, and that can create shared value on a global scale. The company's vision stems from the desire to improve people's living conditions around the world while caring for future generations and the planet. As part of its vision, strategy, and model of doing good, the company sees itself as an encourager of social and community-based involvement opportunities and participation.

Our motto: "Every day is an opportunity to volunteer" is at the heart of the procedure, as it seeks to promote a culture of volunteering and enhance the engagement of the company's employees in community involvement activities of their choice. The value of volunteering in the Doing Good Model is ultimately a value that contributes to employees, the organizational culture, and, of course, to the community.

2. Course of action

The purpose of this procedure is to elaborate on how the company _____ will operate to encourage the value of volunteering.
It is hereby clarified that volunteering will be in line with the values of the organization, and will take place in nonprofit volunteering programs and frameworks; in social organizations that work with disadvantaged and underrepresented communities; with people with disabilities or special needs; and in organizations that are dedicated to educational and environmental causes.

Volunteering is not allowed in political parties or in any organization that is associated with a political party.
The organization reserves the right to approve volunteer activities in accordance with its goals and values.

2.1 Volunteering hours

Each employee in the company will be eligible for community contribution and will be allocated 12 hours per year, for volunteering during office hours.
This eligibility will be managed and reported in the employees' attendance management system for monitoring and measurement purposes.
The Good Deeds Day is an international day of volunteering that is a full day activity, at the employer's expense, in addition to the employee's volunteering hours.

2.2 Community involvement program

At the beginning of each year, the company's representative in charge of the topic (Name), in collaboration with the _____, will formulate an annual community involvement program, which will include approximately four different suggestions for team volunteering throughout the year – based on the company's preferences.
The plan will be approved by the CEO and will allow the teams to choose the type of volunteer program they prefer to take part in throughout the year.

2.3 Volunteer feedback

After each volunteer activity, the volunteers will be asked to complete a feedback form.

2.4 Volunteer opportunities

Company _____ encourages several volunteer activities and programs:

2.4.1 Team Volunteering (several employees volunteering together as a team)

- Good Deeds Day: This is the highlight of the volunteering program. On this day, all the employees of the organization will volunteer in a self-organized manner, during office hours. Each organizational unit will be responsible for planning and performing activities throughout the day.

Volunteering on this day will be in addition to the employee's allocated volunteer hours (i.e., it will be carried out in addition to their annual 12 hours).

- Each group of employees in the organization can choose to volunteer as a team throughout the year, based on the organization's community involvement program and/or according to their own initiative and preferences.

2.4.2 Individual Volunteering (employees volunteering at a program of their choice)

Each employee can volunteer individually according to their personal choices and preferences, within the annual number of hours allocated by the organization. Employees can reach out to the Ruach Tova's Individual Volunteering Department to get help in finding a place to volunteer.

3. Warranty and implementation

3.1 The company's management is in charge of the approval and adoption of the procedure.
3.2 The procedure will be implemented as part of the ongoing managerial responsibilities of the managers in the organization.
3.3 It is the responsibility of each employee to approve their volunteer activities (i.e., any activities undertaken outside of the office) with their direct manager.
3.4 An annual community involvement program and feedback process need to be formulated - Responsibility of (name of the responsible employee).

4. Measurement and control

4.1 Annual Personal Development Plan - During the employee's annual evaluation, the topic of community engagement will also be addressed.
4.2 Employees taking part in individual volunteering activities will need to approve and coordinate the absence from the office with their direct managers (similar to taking a vacation day). Their volunteer hours will be reported in the attendance management system.