

# Policy Statement

## Community Engagement and Volunteering

## 1.0 PURPOSE

The purpose of this policy is to establish a consistent approach across Ross-shire Engineering (RSE). It supports RSE Group's commitment to our Environmental, Social and Governance (ESG) strategy across all RSE Group companies.

The aim of this policy is to support employees who want to volunteer during working hours, outline the time off available, support community engagement, and recognise the positive impact that volunteering has on society and employee wellbeing.

At RSE, we believe giving our people time to support the causes and communities they care about is not just good practice – it's part of who we are. This policy sets out how we make that possible.

## 2.0 SCOPE

This policy applies to Ross-shire Engineering (RSE) and all companies within the RSE Group, including but not limited to: RSE Controls, Amber ICA, Blackburn Starling, DPS, GPS, MTech, Safronics, TCS, Prime Pumps, WES, Aquazone, Chem Resist, and Greenacre Environmental Systems. It is applicable to all relevant personnel involved in or affected by the subject of this policy, ensuring a consistent and standardised approach is maintained across the Group.

## 3.0 POLICY

### 3.1 Annual allocation

This policy applies to all permanent and fixed-term employees from their start date, unless a different qualifying period is set out in your contract of employment.

If you undertake volunteer work, you may take up to two days of paid volunteering leave per calendar year, one of which should be used for a Heather's Heroes-related event.

The 12-month period runs on a calendar year basis. Employees who start before 1<sup>st</sup> October will be eligible for one day of paid volunteering leave for that calendar year. Employees who start on or after 1<sup>st</sup> October will not receive a volunteering allocation until the following calendar year.

Unused volunteering leave does not carry over into the following 12-month period and cannot be exchanged for pay.

Volunteering should take place during your normal working hours, unless agreed otherwise with your line manager or HR. If volunteering is undertaken outside working hours, time off in lieu will not be permitted.

If you wish to volunteer over and above these 2 days' leave, you may be able to request time off as annual leave or unpaid time off, subject to line manager approval.

### 3.2 Requesting Volunteering Leave

If you wish to get involved in a volunteering activity, you should submit a written request to your line manager at least 4 weeks in advance.

Your request must state:

- The details of the volunteering activity
- The organisation(s) involved
- The day(s) and/or number of hours requested.

We will aim to support all requests for volunteering leave where business needs allow. Your request will be considered in line with operational needs and line managers may approve, restrict or decline requests at their discretion. Requests may also be declined where it is considered that a conflict of interest may arise. For example, volunteering for a direct competitor, a current client, or a cause that conflicts with RSE's business interests. Where a request is declined, your line manager will give a reason for this.

If you disagree with a decision, you may ask your line manager to review it, or raise the matter with HR.

In order for the leave to be fully authorised, you must receive written approval from your line manager.

### 3.3 Types of volunteering we support:

Arranged by RSE:

- Support of Heather's Heroes charity events
- Support of RSE-organised fundraisers
- Support of events arranged by our clients

Arranged by individual employees:

- We understand that volunteering opportunities are diverse. We support volunteering activities which positively impact the community, help vulnerable groups in society and help to improve the environment.

Examples of volunteering or community engagement activities may include: bake sales, food bank or clothing collections, animal shelters, environmental conservation, mentoring or tutoring young people, STEM ambassador events, befriending, sports fundraising or similar community-based activities.

You should not participate in any volunteering activities which may:

- Damage our reputation, business or relationships with clients or customers
- Conflict with your role
- Impact your health and wellbeing

### 3.4 Cost code

RSE has set up a dedicated cost code for charging volunteering time. All volunteering or community engagement work time should be charged to this cost code within your business area. For your business specific cost code, please ask your line manager.

### 3.5 Insurance and Liability

Employees undertaking RSE-approved volunteering during working hours remain covered by RSE's insurance arrangements in the same way as during normal work duties, except where the activity falls outside the scope of that cover (for example, higher-risk physical activities). If you are unsure whether an activity is covered, check with HR before confirming your involvement.

### 3.6 Changing or revoking a request

In exceptional circumstances, we may have to vary the terms of your volunteering arrangement or revoke it.

This may be where, for example:

- You become ill or injured, or your health or ability to perform your role is affected,
- Business needs change unexpectedly, or
- You are subject to disciplinary action.

This is not an exhaustive list. RSE will give as much notice as possible if we have to make a change.

## 4.0 RESPONSIBILITIES

**Directors:** Review this policy annually and revise or update it as necessary.

**All Employees:** Comply with the policy.

## 5.0 APPROVAL

This policy is reviewed periodically by the Sustainability Lead and updated as required based on:

- Regulatory changes
- Organisational changes

A handwritten signature in black ink that reads 'Stephen Slessor'.

Stephen Slessor  
Chief Executive Officer (CEO)  
RSE  
September 2026