

# OLG Volunteer Leave Program Policy (VLP)

POLICY #PC-02-02

FINAL

## PURPOSE

This policy provides eligibility requirements and guiding principles of OLG's Volunteer Leave Program (VLP).

## APPLICATION AND SCOPE

All full-time regular and full-time contract employees are eligible to participate in the Volunteer Leave Program. Third party or contingent workers are not eligible to participate.

## POLICY STATEMENT

OLG's Volunteer Leave Program pays eligible employees up to one full day per year to give back to their communities by supporting registered charities and/or non-profit organizations. Volunteerism is defined as freely offering time and assistance to an organization or group.

## GUIDING PRINCIPLES

OLG's Volunteer Leave Program (VLP) offers full-time regular and full-time contract employees paid time off to support and participate in local causes that are important to them while helping charitable / not-for-profit organizations make a difference in the communities they serve.

Employee volunteerism brings to life the OLG truth that 'We Care for Ontario' and aligns with OLG's Corporate Social Responsibility mandate to increase awareness about how OLG employees contribute to a better Ontario.

## DEFINITIONS

**Eligible Volunteer Organizations:** Eligible organizations include those registered as charities with the Canada Revenue Agency or non-profit organizations whose purpose is to promote charitable, educational, or community objectives.

- a) **Registered Charities:** Registered charities include charitable organizations, public foundations, or private foundations that use their resources for charitable purposes. They generally fall into one or more of the following categories:
  - Relief of poverty (e.g., food banks and soup kitchens)
  - Advancement of educations (e.g., colleges, universities, and research institutions)
  - Other purposes that benefit the community (e.g., animal shelters, libraries, etc.)
- b) **Non-Profit Organizations:** Non-profit organizations are associations, clubs, or societies that are not registered charities but are operated exclusively for social welfare, civic improvement and/or any other purpose except profit. The organizations must have a written constitution and/or by-laws stating it is a non-profit and was formed to promote charitable, educational or community objectives.

**Eligible Employees:** Full-time regular, and Full-time contract employees.

## REQUIREMENTS

1. Eligible employees will be paid up to one day of volunteer leave time (VLT) per year to support an eligible volunteer organization.
2. The time may be taken in hourly increments or more, up to the maximum of 7.25 hours of paid volunteer leave time for eligible employees, per calendar year.
3. Eligible employees must submit volunteer leave time requests through Workday. Volunteer leave time is to be taken during the employee's regular work day. They will be prompted to review and attest that the volunteer leave time request aligns with the Volunteer Leave Program Policy.
4. Approval of volunteer leave time is at the discretion of managers and is subject to workload and operational requirements.

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none"><li>▪ Ensure that the volunteer experience complies with this Policy and with OLG's Code of Conduct.</li><li>▪ Request a Volunteer Leave in Workday, identifying the organization/event name of the volunteer opportunity and attesting that the volunteer experience complies with this Policy.</li><li>▪ Complete a post-volunteer survey, providing details about the volunteer experience.</li></ul>
People Managers	<ul style="list-style-type: none"><li>▪ Approve requests for Volunteer Leave in Workday, subject to workload/operational requirements and in accordance with this Policy.</li></ul>
Volunteer Programs Manager	<ul style="list-style-type: none"><li>▪ Respond to questions about volunteer opportunities as they arise.</li></ul>

## RELATED POLICY INSTRUMENTS

- OLG Volunteer Leave Program (VLP) Guidelines
- OLG's Code of Business Conduct

## POLICY OWNERS

Senior Vice President – Brand, Communications & Sustainability

Senior Vice President – People & Culture

## POLICY APPROVAL

Approver	Date
Sara Warden, Director, Total Rewards	February 12, 2024

## REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
January 2024	People and Culture	<ul style="list-style-type: none"><li>▪ Reviewed</li></ul>
September 2022	People and Culture	<ul style="list-style-type: none"><li>▪ Updated format</li><li>▪ Noted that 3<sup>rd</sup> party and contingent workers are not eligible to participate</li><li>▪ Added requirement that VLT must be scheduled within the employee's regular work day</li></ul>