

OLG's Volunteer Leave Program (VLP) Guidelines

**Brand, Communications & Sustainability
People and Culture**

Introduction

OLG's Volunteer Leave Program (VLP) offers eligible employees paid time off to support and participate in local causes that are important to them while helping registered charities/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 OLG employees contribute to a better Ontario.

Program Details

The Volunteer Leave Program supports OLG's Corporate Social Responsibility plan and aligns with OLG's Rewards and Wellness *Live Well, Work Well* Strategy.

The Volunteer Leave Program also aligns with OLG's Game ON strategic plan by:

- Contributing to a winning culture by engaging employees in volunteer opportunities that are meaningful to them.
- Becoming a destination for top talent by attracting and maintaining talent with paid time off for volunteering and giving back to communities.
- Demonstrating we are an exemplary community partner that cares about the people of Ontario.

Eligible employees will be paid up to one day of volunteer leave time (VLT) per year to support registered charities and/or non-profit organizations. 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. Volunteer leave time is to be taken during the employee's regular work day.

Eligibility

- Full-time regular and full-time contract employees receive one (1) paid day of volunteer leave time per calendar year, which may be taken in hourly increments.
- Third-party / Contingent workers are **not** eligible to participate.
- Request must be submitted for manager approval via Workday prior to participation; name of organization/event is required.
- VLT is to be taken during the employee's regular work day.
- Employees must review and attest to the Volunteer Leave Program Policy.

Eligible 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.

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.)

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.

Examples of eligible non-profit organizations include those that support the:

- Humane treatment of animals
- Conservation, public parks
- Festival organizations (e.g., parades and seasonal celebrations)
- Communities damaged by natural disaster
- Promotion of health and fitness

Ineligible organizations include those that:

- Discriminate based on creed, race, religion, sexual orientation
- Promote a political cause or candidate
- Are a religious or faith-based organization
- Are for-profit
- Are contentious in any way, may be deemed unacceptable to the community at large, violates any Canadian law, or is inconsistent with OLG's Code of Conduct
- Can be seen to promote the use of excessive alcohol, cannabis, tobacco, or illicit drugs
- Are an individual, personal, or family need
- Primarily direct aid or assistance to recipients outside Ontario
- Financially compensate volunteers (volunteer opportunity must be unpaid)

Resources

In addition to the eligible organizations described above, potential volunteer opportunities are also listed in the following links.

Sault Ste. Marie:

- <http://www.volunteeralgoma.ca/>

Greater Toronto Area:

- <https://www.volunteertoronto.ca/>

Approval Process

Eligible employees must submit volunteer leave time requests through Workday. In Workday, employees will be prompted to review and attest that the volunteer leave time request aligns with the Volunteer Leave Program Policy (VLP).

Approval of volunteer leave time is at the discretion of managers. Provided the volunteer experience falls within the policy's eligibility requirements, managers should be flexible in reviewing requests. Operational impacts should be considered and managed where possible.

Volunteer Feedback/Evaluation

Upon completion of the volunteer activity, employees are required to complete a post-volunteer survey by email. This survey is intended to collect high-level information about the volunteer opportunity for program tracking and evaluation purposes.

Participants may be invited to share additional details about their volunteer experience, which may be used for Corporate Social Responsibility communications purposes through internal and/or external OLG communications channels.

NOTE: Volunteer activities must align with OLG's Code of Conduct. OLG reserves the right to amend or terminate this program at any time without prior notice. OLG also reserves the right to rescind approval of a volunteer activity if it is determined that the program is being misused.

Guideline Owner

Barbara Davis – Volunteer Programs Manager, Community & Social Responsibility

Guideline Approval

Approver	Date
Barb Davis, Volunteer Programs Manager Sara Warden, Director, Total Rewards	February 12, 2024