

## GAS Studio Volunteering & 5% Pro Bono Policy

### Volunteering

**GAS Studio** supports employees who wish to do volunteer work within the community or for charitable organisations. Supporting employees to participate in voluntary work helps us to build relationships within our local communities, and it helps to promote our dedication to having a positive impact on the world. We regularly support creative careers through our work with Hertford Regional College.

### Types of Volunteering Supported

We support employees who wish to undertake a range of community or charitable activities, including:

- Environmental work and conservation projects
- Fundraising for community projects or charities
- Design and communication for public events

The types of volunteering we support are entirely at the discretion of GAS Studio Directors, Gail and Steve.

### Volunteering Schemes Operated by GAS Studio

We offer employees the opportunity to volunteer mentor time via Digital Boost and Form the Future.

These schemes are open to all employees. If you'd like to apply to take part, you simply need to obtain permission from one of the Directors first.

The arrangements we make to enable you to volunteer depend on the scale and nature of the proposed project. We may offer you:

- Unpaid leave up to a maximum of three days per year to volunteer on a project
- Permit you to work flexible hours so you can volunteer on a project
- Second you to a project for a set period of time

### Applications to Work on GAS Studio Volunteering Schemes

If you wish to work on one of our volunteering schemes, please apply in writing to one of the Directors. We review each application on a case-by-case basis, and we may ask you to demonstrate that you have the necessary skills and experience for certain projects.

We reserve the right to refuse requests to change your working arrangements, if we believe:

- There'll be a detrimental impact on the business needs

- We can't rearrange your work to fit within the varied hours you request
- Your individual performance levels are likely to suffer
- The costs of the new arrangements will be too great

## Suggestions for New Volunteering Schemes

If there's an organisation, charity or project that you're passionate about and you think would fit with our company values, then please suggest away!

Send your proposal in writing to one of the Directors, outlining the details of the project, why you think it'd be a good fit, and a rough estimate of the likely times and costs involved.

We'll make our decision based on the overall costs of the proposed project, the burden on the volunteers, and the benefits to GAS Studio and the wider community. We'll consider anything from a long-term partnership to a short-term project.

## Review of New Working Arrangements

When you're working on a volunteer project, we'll meet with you to discuss:

- How you're coping with balancing your day-to-day tasks with your volunteer work
- Whether we can offer you any additional support

We'll also ask you to write a short report on the project and your experiences for monitoring and publicity reasons.

## Insurance

There is no insurance policy in place for any volunteering work.

## Pro Bono

**GAS Studio** really care about making a positive impact on the world. So we love working with clients that are doing great things. The sad part is that often those doing the most positive work are organisations without big budgets.

This is why we've made the decision to support one positive organisation each year. This is usually a charity or non-profit that we feel a strong connection with, and that we feel could benefit from our team's skills and experience but that wouldn't usually have the budget to work with us. We donate a fixed amount of our professional time throughout the year to work on their web presence, support them via our social media channels, and look for any other useful ways we can assist them during the year.

## Partial Pro Bono

**GAS Studio** wants all client projects to be successful. When projects are serving underrepresented beneficiaries, for example when they support social mobility for gender,

age, sexuality and race to have better health and education options, we want to give extra support to these projects, as and when time in the studio makes it possible. We understand budgets can be limited, so when we see there is value in their outcome, we will donate a proportion of our time to the project. How much we donate is dependent on the value of the project and availability of our time.

### **5% or more of GAS Studio time provided through pro-bono services**

We understand that these organisations ambitions don't align with the resources they have available. This is why GAS Studio commits 5% or more of our time through pro-bono services to help impact charities, non-profits, and charitable organisations achieve their goals of protecting our environment or adding social value to under-represented people and groups.

#### ***What does 5% equal in time for GAS Studio***

We have calculated the time based on an individual person and will multiply this amount of time for every full time employee.

Full Time Employee (FTE) working hours per year 2000 hours.  
Based on the hours above 5% of per employee equals 100 hours.

*Example based on 2 FTE's per year:*

*100 x 2 = 200 hours of time given by GAS Studio per year through pro-bono services\*.*

\*We will keep a record of our time and will be able to produce a report using our time tracking software system.

#### ***Example of yearly objectives for GAS Studio***

We will have a mix of pro-bono services across these 3 activity areas, the amount of hours for each activity area will vary year to year totalling 5% of working hours per FTE:

1. Pro-bono design projects - estimated at 100+ hours per year.
2. Mentor programme (Digital Boost and Educational Institutes) - 50+ hours a year.
3. GAS initiative (free community resource) - estimated at 100+ hours per year.

***This is a formal commitment that 5% or more of GAS Studio time will be used through pro-bono services in a calendar year. This commitment is signed by the owner / directors of GAS Studio, who will be responsible for ensuring the 5% or more pro-bono service commitment is achieved and reported in the company's annual impact report.***

Gail Hoban



06 / 12 / 2021

GAS Studio Co-Founder & Director

Steve Goodwin



06 / 12 / 2021

GAS Studio Co-Founder & Director