

Example Action Committee Participation Guidelines

Charitable Action Committee Participation Guidelines

The Charitable Action Committee is a great way for employees from across the organization to work together ON, and to build, our business and our work community. Any and all employees are welcome to participate on The Charitable Action Committee according to their interest and as they have time and energy to do so.

The following points serve as a guide along these lines:

- Assigned day-to-day work responsibilities must not be compromised by participation in The Charitable Action Committee. That is, it is never acceptable to compromise work assignments in favor of participating in committee efforts
- Leaders of The Charitable Action committee meetings will schedule meetings and activities so as to minimize work disruption and to maximize the possibility of employee participation. For example, meetings and activities will be held early or late in the day or in the evenings or on weekends
- All time spent on Charitable Action Committees is in addition to (i.e., over and above) standard work hours.
- The Charitable Action Committees has an assigned project number to charge time to. Employees are authorized to spend up to a defined number of hours per pay period as determined by their manager and the Action Committee leaders to Action Committee work. Any hours charged in excess of the allotted per pay period must be approved in advance by the member of the management team that sponsors the committee and by the employees line manager.
- It is up to each employee to decide whether to participate in any Action Committee including the Charitable Action Committee. In some cases, managers may suggest or nominate specific employees to participate in order to broaden perspective, ensure diverse participation, and as part of their leadership development but the final decision is up to the individual themselves.

