



Volunteer Time Off Policy



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Policy Name:	Volunteer Time Off Policy
Policy Date	13/06/2023
To:	Otto IT Leadership Team
From:	Alanna Kane, Integrator – Otto IT

Volunteer Time Off Policy

Otto IT would like to give employees a perk that gives back to the community and supports our eco-system. Volunteering can help an employee's sense of community and development which is important to the company, helping with collaboration, empathy and other important soft skills.

Policy

The volunteer leave days can be with a charity that means something special to an employee or choose to get involved in an Otto IT organised community event.

The Otto IT organised events will try to involve the company's clients to support the eco-system and build stronger working relationships between departments.

Up to two (2) volunteer days per calendar year per employee which may be used on approved charity or fundraising events. One (1) day per occasion.

An employee can elect to use volunteer days after they have successfully completed their six (6) month probation period.

Volunteer days do not get paid out to employee when employment ceases.

Volunteer days are only available to permanent employees.

If an employee is volunteering with a charity it must meet the legal definition of charity under the **Charities Act 2013 (Cth) (the Charities Act)** and the **Charities (Consequential Amendments and Transitional Provisions) Act 2013 (Cth) (the Charities Consequential and Transitional Act)**.

The Charities Act clarifies that to be a recognised as a charity, an organisation must:

- be not-for-profit
- have only charitable purposes that are for the public benefit
- not have a disqualifying purpose
- not be an individual, a political party or a government entity.

Note:

- Optional for all staff.
- If a group event, 'Volunteer' groups to be carefully selected to minimise service disruption.
- If a group event, the events to take place on different days for the same reason above.
- If a group event, to include a spread of Otto IT employee's - from different departments, roles, and levels.

Procedure

There is a 'Volunteer leave request' option via Employment Hero that has to be filled out and be approved by the employee's manager (for scheduling).

Volunteer leave request form must be submitted minimum one (1) month before proposed volunteer day.

Version Control

Version	Date	Author	Comment
1.0	13/06/2023	A.Kane	Policy created