

STAFF VOLUNTEERING POLICY

Title:	University of Sussex Staff Volunteering Policy (Engage for Change)
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Implementation date:	27 September 2021 (beginning of the 2021/22 academic year)
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	sustainability. See annex 7.1 for an overview of the SDGs.
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1.5 **Equality and Diversity**

- 1.5.1 This volunteering scheme and policy will undergo an Equality Analysis to comply with the University's legislative responsibilities so as not to unlawfully discriminate against any protected characteristic.
- 1.5.2 Statistical analysis on usage of the scheme will also be used to inform the University's Equality policies, guidelines and procedures. The Equality, Diversity and Inclusion (EDI) Unit will monitor these statistics on an ongoing basis to identify any key areas of concern and will work with the local line management to mitigate any adverse impacts of the policy/procedure on potentially vulnerable groups in order to ensure equal access to opportunities, engagement and participation amongst all University employees.

related activities in the regional community per annum (pro rata). The maximum number of volunteer

volunteering activity.

- 3.14 Any expenses, including transport or commuting costs, incurred in the volunteering activity must be met by the individual volunteering or the host organisation and are non-refundable. The University will not be liable for any expenses.
- 3.15 Arrangements for any relevant DBS (Disclosure and Baring Service) Checks, Health and Safety arrangements, Risk Assessments and Insurance will be arranged by the charity or organisation providing the volunteering opportunity and will not be the responsibility of the University.
- 3.16 Time off for public duties such as magistrates, volunteer reserve service, justice of the peace, armed forces, local authority councillor etc. is not covered within this policy but instead in separate policies. Reference should

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