

ANNEX 1 - EXAMPLE OF VOLUNTEER TIME REQUEST FORM

Date of request:
Employee name:
Date and time of requested VT:.....
Total number of hours of VT:.....
Select from List of Employee one or more names
Description of volunteer activity you would like to do:

I certify that the information provided is complete and correct to the best of my knowledge. By checking this box, I verify that the volunteer efforts and recipient organization meet VERMEG's volunteering policy.

Employee signature/validation
Manager's signature/validation
CSR committee signature/Validation

ANNEX 2 - EXAMPLE OF VOLUNTEER TIME OFFER FORM

Date of request:
Employee name:
Date and time of requested VT:
Total number of hours of VT:.....
Description of volunteer activity the beneficiary college would like to do:

I certify that the information provided is complete and correct to the best of my knowledge. By checking this box, I verify that the volunteer efforts and recipient organization meet VERMEG's volunteering policy.

Employee signature/validation
Manager's signature/validation
CSR committee signature/Validation



ANNEX 3 - LIST OF VALIDATED ORGANISM

This list is validated by the CSR Comitee and updated every year by adding or removing new according to the suggestions received from VERMEG members.

NGO	Description	BE	FR	LX	TN				Website
WWF	An international non-governmental organization for the protection of nature and the environment, with a strong commitment to sustainable development.	x	x	x	x		x		wwf.org
SOS VILLAGE	An association that offers orphaned siblings a framework for family life and the assurance of a lasting emotional and educational relationship until their autonomy.	x	x	x	x		x		sosve.org
EFE	An affiliated network of locally-run non-profit organizations in the middle east & north africa (mena)	x	x	x	x			x	efe.org
AFS	Prepares and activates future leaders, global citizens with intercultural skills to engage, lead and collaborate effectively in different cultural settings.	x	x	x	x		x		afs.org
CROIX ROUGE	An international humanitarian movement that protects human life and health to ensure respect for all human beings, and to prevent and alleviate human suffering	x	x	x	x		x		redcross.org
MÉDECINS SANS FRONTIÈRES	An international humanitarian non-governmental organization best known for its projects in war-torn regions and developing countries affected by endemic diseases	x	x	x	x	x			msf.fr
GREENPEACE	An ngo of environmental protection fighting what it believes to be the greatest threats to the environment and biodiversity on the planet.	x	x		x		x		greenpeace.org
FACE	Promotes the social and societal commitment of companies to combat all forms of exclusion discrimination and povrety	x	x	x				x	fondationface.org
RESTOS DU CŒUR	Distributes free food to the most deprived people.		x	x			x		restosducoeur.org
HOPITAL SANS FRONTIERE	A humanitarian organization set up within rotary international to rehabilitate and equip the poorest health centers in the world	x		x			x		hsf.be
SOS FAIM	An organization whose general objective pursued by sos hunger is to reduce poverty in rural areas by supporting peasant agriculture and its actors		x		x		x		sosfaim.be
RESEAU ENTREPRENDRE	An association of business leaders under the motto: "to create jobs, create employers". It has developed an international presence in 10 countries.			x		x	x	x	reseau-entreprendre.org
MAISON DU MEUBLE RECYCLÉ	Protects the environment by collecting old wooden furniture and by recycling them.			x		x			maisondumeublerecycle.lu
MOUVEMENT ÉCOLOGIQUE	Focuses on sustainable development, safeguarding a healthy and liveable nature and environment, improving the quality of life.			x				x	meco.lu
CENTRE POUR LA PROMOTION DES ARTS (CEPA)	An organizations that enhances teaching methods by focusing on creativity and art and implement continuous training of artistic techniques	x					x		cepa.lu
LIGHT FOR THE WORLD	Its objectives are to combat blindness, improve the quality of life of blind persons and their families and defend their rights in the most disadvantaged countries	x					x	x	light-for-the-world.org
VIA DON BOSCO	A ngo active in education, training and employment support for young people in africa	x					x		viadonbosco.org
AVAAZ	An international non-governmental organization of cybermilitantism		x				x		Avaaz.org
PETITS FRERES DES PAUVRES	Its activity is the personal accompaniment of isolatedpeople who are living difficult psychological situation whether in collective accommodation or hospitals	x					x		petitsfreresdespauvres.fr
SECOURS POPULAIRE FRANÇAIS	A non-profit association whose mission is to act against poverty and exclusion		x			x		x	secourspopulaire.fr
COAL	An association that works on sustainable development and research in order to promote the emergence of a culture of ecology."		x				x		projetcoal.org
CŒUR ET CONSCIENCE	Association working in the field of education and health.		x				x		coeuretconscience.org
ARMÉE DU SALUT	Association fighting against all forms of exclusion.		x					x	armedusalut.fr
GERES	An association committed to improving the living conditions of populations and the preservation of natural resources.		x			x			geres.eu/fr
AGIR POUR L'ENVIRONNEMENT	An association of citizen mobilization in favor of the protection of the environment		x			x			agirpourlenvironnement.org
FRANCE NATURE ENVIRONNEMENT	A federation of associations for the protection of nature and the environment, representing 3.500 associations, grouped in 80 member organizations				x	x			fne.asso.fr
FONDATION TUNISIE POUR LE DEVELOPMENT	Designed to promote and support the economic and social development of the tunisia whether by direct action or in partnership with institutions		x		x		x		fondationtunisie.org
LA FONDATION DE L'ABBÉ PIERRE	Its mission to enable every deprived person to access decent housing and a dignified life, irrespective of the amount of his resources and his social situation.				x		x		fondation-abbepierre.fr
VER'ACT	Association for children created by VERMEG				x		x		vermeg.com
GAIA	Committed to preserving the right of hip by providing them with appropriate care through a personalized therapeutic and educational follow-up program				x	x	x		fth-gaia.com
TUNISIAN ASSOCIATION FOR COMMUNICATION AND TECHNOLOGY	A non-profit organization devoted to the advancement of the ict sector in tunisia and to the development of the employability of graduates.				x	x	x		facebook.com/TACT
ACACIAS FOR ALL	Cares about climate change adaptation for rural populations:awareness campaigns/training for farmers adaptation/reforestation program.				x			x	facebook.com/acaciasforall
TUNISIAN CULTURE NETWORK	An association that works on the cultural development and the artistic decentralization through projects in favor of the youth and the artists.				x			x	culturenetwork.tn
LA FÉDÉRATION TUNISIENNE DES CINÉ-CLUBS	Deals with dissemination of the cinematographic culture through discussions, conferences and cinematographic events.				x			x	ftcc.org.tn
L'ART RUE	Invests in public space and working to promote access to culture and the democratization of the arts				x			x	lartrue.com
L'ARTISTE PLASTICIEN SANS FRONTIÈRE	The association actively promotes the tunisian artists internationally, helping them to follow the right slots in order to expose				x			x	art-sansfrontieres.com



VOLUNTEERING POLICY




Beginning of january 2018, VERMEG has added a volunteer time off policy to our list of employee benefits

PURPOSES

VERMEG's Volunteering policy aims to outline the opportunities and procedures for VERMEG's employees to engage in community volunteering activities.

The volunteering program supports VERMEG's business strategy and objectives as seeks to add value through the positive impact of volunteering. Participation in voluntary activities creates mutual benefit for employees, our business and the community.

VERMEG encourages employees to undertake activities in conjunction with all the issues supporting the sustainable development, recognizing as legitimate volunteering opportunities those addressing the 3 Axes highlighted by our CSR Challenge:

-  **Environmental issues**
-  **Equal Opportunities issues (social, nondiscrimination, health, charity)**
-  **Cultural and Artistic talent development**

VOLUNTEERING OPTIONS

Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It is freely undertaken and not for financial gain.

There are several ways in which an employee can volunteer within an employer supported volunteering (ESV) program. They include:

- **Team Challenges:** One off practical tasks completed by a group of employees typically involves, but not limited to, decorating, painting, or gardening.
- **Individual volunteering:** Employees are able to give regular time. Activities could include teaching, training, mentoring, sports administration or helping at a youth club, or befriending an older person.
- **Skills based volunteering:** A wide range of skills is required by voluntary and community organizations to help maintain and develop more effective services. Skills based volunteering could include financial or legal services, business planning, marketing or IT support.
- **Board/Trustee Membership:** Improve the governance of a voluntary organization by becoming a trustee or member of the board.
- **Fundraising:** Help to raise funds for voluntary organization

Examples of appropriate uses for Volunteering Time

- > Building a house for Habitat for Humanity
- > Volunteering at a food bank
- > Cleaning up a beach, park or trail
- > Coaching a basketball team of inner city disadvantaged youth
- > Volunteering at a local hospital
- > Judging a science fair competition
- > Volunteering at a school for teaching or enhancing educational program
- > Serving on a nonprofit board

Examples of inappropriate uses for Volunteering Time

- > Coaching your child's basketball team
- > Serving as your child's scout leader
- > Attending a professional, religious, or personal interest conference
- > Taking a ski/golf vacation and charitably giving ski/golf lessons
- > Judging a beauty pageant

ELIGIBILITY

- All employees of VERMEG are eligible to participate in this program
- The employee must be in good standing (i.e.: not a part of any performance improvement program)

RULES

VERMEG commits to offer up to half a day permission per year to all employees as Volunteer Time Off - VTO

- The volunteering time usage does not affect legal leaves rights (vacation, sick, etc.).
- An employee can offer another employee's his time, taking into consideration the condition that he cannot do this 2 years successively; as in a period of 2 years each employee should undertake at least half day of volunteering.
- If not used or offered, the volunteering time cannot be accrued or carried-over into the following year
- No payments will be made in lieu of time not taken or for personal time used to volunteer.
- No payments will be made by the Group to employees for costs incurred by the employee partaking in the volunteering activity.

- Employees must choose an organism or an activity from a predefined list. In fact, to avoid doubtful organizations or activities, VERMEG will provide a list of reputable and effective local organizations; but also internationally known NGOs; the selection of which will be made by the CSR Committee based on guaranteed ethical codes. Therefore, Volunteering may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.
- This policy does not form part of the contract of employment.

ENDORESMENT

The volunteering activity is subject to an approval process described below.

- The volunteering request must be applied with reasonable notice to their supervisor, on the HR System ; My Volunteering section (Annex 1 - Volunteering Time Request).
- In case of extra time offered by an employee to a colleague, this must be reflected also on the HR System; My Volunteering section (Annex 2 - Volunteer Time Offer).
- The approval of the request must be done:
 - | First by the supervisor or line manager according to the operational need, as Work demands and constraints can take priority over the Volunteering request
 - | Second by CSR committee who check the respect of the current Policy
- When using the volunteering time, Employees are bound by all the Group policies whilst on volunteering, and required to comply with the rules and processes detailed in this policy.
- The Volunteering program is discontinued. VERMEG reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice. VERMEG also reserves the right to revoke approval if it is felt that the employee is misusing the program.
- VERMEG reports annual volunteering data in the Annual CSR Report. Therefore, a record needs to be kept on the HR System of how many people volunteer, how many hours and equivalent days are spent volunteering, what opportunities are chosen and the impact our volunteering program has on our employees, our business and community.

