

POLICY

| Volunteerism Policy

GOAL AND SCOPE

The Pierre Elliott Trudeau Foundation is proud of the four focal points that guide our programs and our actions as an organization: human rights and dignity, responsible citizenship, Canada and the world, and people and their natural environment.

Volunteerism is an important way for a charitable organization such as the Foundation to contribute to communities, to have an impact, and to demonstrate our commitment to the well-being of our society and our fellow citizens. Engaged leaders across academia, the public sector, and the private sector are increasingly expected to give back to their communities, to offer their knowledge and their expertise to organizations, and to be involved in community-building activities. The Foundation recognizes the value of these activities and the development of smart, community-minded leaders. Volunteerism is embedded as a centrepiece in the Foundation's leadership training program.

The purpose of the *Volunteerism Policy* is to underscore the significance the Foundation places on proactively encouraging and organizing volunteering activities with the participation of its staff and a requirement for active members of its community. The Policy also describes the responsibilities and expectations associated with carrying out volunteer work on behalf of the Foundation. It is intended to enhance the volunteering experience of staff, to assure these activities are safe and respectful, and to ensure that staff members project a positive image of the Foundation in the community. It is also designed to instill a sense of responsibility toward one's community, not only for staff, but also for the active members of the Foundation community.

This policy applies to all full-time employees of the Foundation, regardless of whether they are permanent, casual or temporary employees (the "**Employees**"). It also applies to all active Scholars, Fellows, and Mentors (the "**Community**").

Employees

The Foundation believes in the benefits that volunteering can bring to staff members in terms of team spirit and individual fulfillment. As such, the Foundation will plan volunteer activities for staff with deserving organizations that fit within the Foundation's four pillars. These opportunities will be intended to offer employees a richer understanding of the work of the Pierre Elliott Trudeau Foundation.

Community

The Foundation believes that today's engaged leaders benefit from participating as volunteers and further believes that organizations and communities will benefit from Community members' contributions. This is consistent with the Foundation's commitment to training Scholars who are able to use their talents to the fullest and to help others succeed. Volunteering will allow Scholars to be aware of the impact of their research on their communities, will help them be more attuned to realities on the ground, and will support their process to discover new and unconventional ways of learning.

The programming for the Institutes of Engaged Leadership will include a volunteer activity, designed to have a meaningful impact on the city or town where the Institute is taking place. All active Community members participating in the Institute are expected to participate. Further, the Foundation also expects its active Scholars to demonstrate their leadership through volunteer activities that relate to the themes of the Foundation. This hands-on volunteerism is part of the leadership training program and is a contractual requirement.

General Expectations and Responsibilities

Service requirement (Employees)

Employees are expected to participate in volunteer service five times each year, which will generally be half day activities.

Service requirement (Community)

Within the context of the Institutes of Engaged Leadership, all active Community members are expected to participate in the volunteer activity organized as part of the programming. Outside Foundation programming, active Scholars are expected to perform 30 hours of volunteer service each year and report on these activities to the Foundation.

Conduct

Employee volunteers and Community members are expected to follow rules and policies of partner organizations and conduct themselves in a respectful manner that protects the safety of all.

Safety and liability

The Foundation aims to provide a safe and healthy environment for all employees while they perform volunteer work.

Harassment and discrimination

The Foundation is committed to providing employees and community members with an environment that is free from discrimination and unlawful harassment both in their normal workplace and while performing volunteer work (pursuant to the Foundation's *Policy on the Prevention of Harassment and Violence*). Actions, words, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. The Foundation encourages employees and Community members to bring any incidents of harassment to the immediate attention of the President or her representative.

I, _____, acknowledge having read and understood this **Volunteerism Policy**. I also understand that by signing this document, I agree to abide by the rules and obligations contained herein.

Signature

Date and Location