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UK & Ireland Charitable Support and Community Relations Local Sub-Master Policy

Local Sub-Master Policy Statement

As a responsible employer, Fujitsu is conscious of its role within the communities in which it operates and encourages all employees to act as role models, and to participate in local activities to support UK & Ireland-based non-profit organisations and registered charities. Participation in both company and locally initiated programmes should utilise employee skills and have a focus on the areas of education, IT literacy and health matters.

This policy supports our wider global CSR policy, which prioritises Corporate Citizenship, through the support of social activities within society by supporting our employees to volunteer. It also strongly aligns to our EMEIA Community Involvement & Development pillar.

Policy Information

Employees are able to participate in voluntary work during business hours for one day per year for any UK & Ireland registered charity of their choice. These 8 hours can also be spread across multiple days and line managers are encouraged to authorise additional hours at their discretion without loss of pay providing always that Fujitsu's business is not adversely impacted.

Skills Based Volunteering

At Fujitsu, we want to encourage our employees to engage in more skills based volunteering, as we see this as a valuable, sustainable way to support charities. Through this form of volunteering a charity will develop skills that will enable them to help themselves in the future, and brings benefits back to the employee and Fujitsu from engaging in a more professional environment. All partner volunteering can offer skills sharing opportunities, which can cross all departments, depending on the need.

Volunteering Opportunities

Fujitsu employees are able to volunteer for any UK & Ireland registered charity.

- Volunteering Portal

We have an internal Volunteering Portal to promote any current opportunities available to our employees. We advertise a range of activities where our contribution can make a real difference, and where charities have approached us asking for our skills and support. To

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accommodate everyone, we have volunteering opportunities lasting from just 1 hour to the entire day, and either on an ad-hoc or re-occurring basis. Employees are also able to upload and promote opportunities they are involved with.

- Partner Volunteering

The Prince's Trust

At Fujitsu, we are patrons of the Prince's Trust and run CV & Interview workshops for the charity, inviting a number of young people into our Fujitsu Offices to help them build on or develop a CV and cover letter. Each participant then has a mock interview. Volunteers can participate in the half day workshop or run a few interviews, taking only an hour out of their day.

Macmillan

There are a number of volunteering opportunities employees can get involved with, all of which are listed on our Macmillan Portal. This can range from one-off support to longer term, and from individual to group opportunities. Just to give some examples, colleagues can share skills and knowledge to enable Macmillan employees, help run events, provide emotional to those affected by cancer and so much more.

Applying - Responsibilities**Employees**

If employees would like to volunteer for an opportunity on our [portal](#) they are to contact the appropriate person detailed in the activity description. Alternatively employees can seek opportunities with a local charity and approach their manager directly – the Responsible Business team do not need to approve this.

All employees are responsible for gaining approval from their manager to participate in any community related or charitable activities during company time.

Managers

Line managers are encouraged to authorise voluntary work during business hours at their discretion without loss of pay providing always that Fujitsu's business is not adversely impacted.

Fujitsu is keen to support employees who choose to participate in the wider community by allowing reasonable time off for public duties. This policy provides a framework for managers to ensure consistency when dealing with an employee's request.

Time off for Volunteering

All Fujitsu employees are able to take up to 1 day a year to participate in charitable activities. Any additional time will be subject to management approval and will take into account operational requirements.

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Other non-charitable Volunteering

Additional time off is given for other voluntary work outside of charitable volunteering.

Time Sheeting

When volunteering, employees will need to record their time correctly, this ensures we can track the hours spent by our colleagues making a real difference which enables us to tell a great story.

Expenses

Expenses cannot be claimed for volunteering, and travel and lunch must be covered by the individual. With some team volunteering the manager may agree to cover expenses but this will not be covered by the central Responsible Business Team. For some corporate, companywide volunteering, such as the 5K My Way, expenses will be covered, but this will be communicated to employees when applicable.

Case Studies

It is always great to hear about the impact our employees are making in their local communities, and their experience of volunteering. Employees are encouraged to share their stories with us by contacting Shannon Woolcott who can work to turn this into a Responsible Business case study/ good news story, which will be shared via our local portal and global CSR platform.

Local Impact on Society (IOS) Groups

Within the UK & Ireland, the IOS groups are responsible for co-ordinating local charitable or community activities and allocating funds and resources as appropriate. Employees should contact their local IOS Team for more information.

School Volunteering

As well as supporting charitable organisations, we also encourage our employees to engage with local schools. This is also covered by our one day a year volunteering allowance.

Authority & Accountability

EMEIA Head of Responsible Business and UK & Ireland Head of HR have authority and accountability for the execution of the Policy.

The Policy Owner, EMEIA Head of Responsible Business, shall:

- a) Ensure that all relevant Employees are aware of and, where appropriate, trained in the operation of this Policy and any changes to it;

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- b) Ensure that any changes to the Policy or its associated Processes are duly authorised, for example by a suitable Governance Meeting;
- c) Submit a regular report on the effectiveness of this Policy to the EMEIA Corporate Governance Committee;
- d) Ensure that Processes are specified and maintained to enable Fujitsu EMEIA to achieve its strategic objectives in respect of this Policy.

Employees

Each Employee in the organizations to which this Policy is applicable (see below – Applicability) must comply with it and with its associated Processes, which are published in the EBMS.

Applicability

This Policy applies to all Fujitsu UK & Ireland employees.

Exemptions

None

For Further Information:

Contact: [Craig Hall](#), Head of Charity and Corporate Partnerships