

PLYMOUTH ARENA

CHARITY POLICY

VERSION: 2.0

DATE: 06/11/2025

REFERENCE NUMBER: PA/IND17/2025/CP

RESPONSIBLE PERSON: SLT

DATE FOR RENEWAL: JULY 2026

**ICONIC.
INDEPENDENT.
YOURS.**

POLICY STATEMENT

Plymouth Arena is committed to supporting the local community and fostering a culture of social responsibility and teamwork. This policy encourages employees to participate in volunteer activities, both individually and collaboratively, by providing paid time off to engage in community service.

Our aim is to promote the below:

- Increase community engagement with positive impacts.
- Enhance employee well-being.
- Strengthen team dynamics.

SCOPE

This policy outlines Plymouth Arena's commitment to charitable giving, employee volunteering and social responsibility and covers the following key incentives:

- **Charity of the Year** – Each year we will select a designated charity to support through fundraising, donations and awareness initiatives.
- **Company Day of Giving** – Plymouth Arena will host an annual day of giving, in where employees are encouraged to participate in a dedicated day of charitable activities, as a team.
- **Volunteer Days** – Employees are offered paid leave to choose and volunteer for charitable causes that they care about.

ELIGIBILITY

- This policy applies to all members of salaried staff who work under a contract of employment with Plymouth Arena.
- Casual staff may participate with prior approval but are not eligible for any paid volunteer work.
- All contracted employees who have completed at least six months of continuous service are eligible for paid volunteer work and Company Day of Giving.
- Eligible employees are entitled to participate in the Company Day of Giving (one day) and one paid for Volunteer Day per year.

CHARITY OF THE YEAR – PURPOSE

Plymouth Arena is committed to making a positive impact in the community.

Each year, we will collectively select a Company Charity of the Year to focus our social responsibility effort, fundraising and volunteer support upon.

This policy outlines the process for selecting the charity to ensure fairness, alignment with company aims as outlined in this policy statement, and maximum impact.

CHARITY OF THE YEAR – ELIGIBILITY AND EXCLUSIONS

All contracted and casual staff at Plymouth Arena are eligible to vote for the Charity of the Year.

To be considered as the Charity of the Year, an organisation must:

- Be a registered charity or nonprofit organisation.
- Align with Plymouth Arena's charitable aims.
- Be willing to work with Plymouth Arena on charitable volunteer initiatives such as the Company Day of Giving and Volunteer Days.
- Have a clear mission and demonstratable impact in areas such as education, health, social welfare, animal welfare or environmental sustainability.
- Be transparent in its operations, finances and use of donations.

The following types of organisations will not be eligible:

- Political parties or organisations with political affiliations.
- Religious organisations (unless their work benefits a broad community beyond religious purposes).
- Individuals or personal fundraising efforts.
- Organisations with a history of unethical practices or financial misconduct.

CHARITY OF THE YEAR – PROCESS

- Employees will have the opportunity to nominate charities for consideration during a specified nomination period.
- Nominations must include a brief description of the charity's mission, why it should be selected, and how it aligns with company values.
- Employees must demonstrate how they will champion the nominated charity.
- Collectively in Operation meetings all staff will review nominations, based on eligibility criteria and potential impact, and compile a shortlist.

- Shortlisted charities will be contacted for further information about their initiatives and how they would engage with Plymouth Arena charitable incentives, such as the Company Day of Giving and Volunteer Days.
- Employees will then be given the opportunity to vote for their preferred charity from the short-listed organisations.
- The charity receiving the most votes will be named our Charity of The Year and will be supported through our charitable initiatives.

By following this procedure, Plymouth Arena ensure a transparent and inclusive approach to supporting a charity that reflects our values and commitment to giving back.

COMPANY DAY OF GIVING – PURPOSE

The Company Day of Giving is an annual initiative to encourage employees to actively participate in charitable activities that benefit the community. This initiative reflects Plymouth Arena's commitment to social responsibility by dedicating a full workday to volunteering, fundraising and community engagement, whilst fostering a sense of pride and team building dynamics, across all departments.

COMPANY DAY OF GIVING – ELIGIBILITY AND EXCLUSIONS

All contracted employees who have completed at least six months of continuous service are eligible for paid volunteer work including the Company Day of Giving.

Casual staff may participate with prior approval but are not eligible for paid volunteer work.

COMPANY DAY OF GIVING – PROCESS

- SLT will decide collectively on what activity will be supported through the Company Day of Giving incentive.
- The Company Day of Giving will be scheduled annually and communicated to all employees in advance.
- Employees may also propose activities, subject to approval by SLT.
- All employees are encouraged to participate and will receive a paid day off to engage in The Company Day of Giving.
- Marketing will liaise with relevant media channels to maximise PR opportunities.

VOLUNTEER DAYS – PURPOSE

Plymouth Arena is committed to fostering a culture of social responsibility and community engagement. This Volunteer Days Policy provides employees with the opportunity to contribute their time and skills to charitable and nonprofit organisations, while receiving paid time off.

The policy aims to encourage staff to give back to their communities and support causes they care about, and to enhance employee wellbeing.

VOLUNTEER DAYS – ELIGIBILITY AND EXCLUSIONS

- All contracted employees who have completed at least six months of continuous service are eligible for paid Volunteer Days and are eligible for one paid Volunteer day per year.
- Volunteer days do not roll over to the following year if unused.
- Casual staff may participate with prior approval but are not eligible for paid volunteer work

To be considered as an eligible Charity or organisation for a Volunteer Day the below must be considered.

- Be a registered charity or nonprofit organisation.
- Align with Plymouth Arena's charitable aims, as set out in our policy statement
- Be willing to work with to Plymouth Arena on charitable volunteer initiatives.

The following types of organisations will not be eligible for Volunteer Days.

- Political parties or organisations with political affiliations.
- Religious organisations (unless their work benefits a broad community beyond religious purposes).
- Individuals or personal fundraising efforts.
- Organisations with a history of unethical practices or financial misconduct.

VOLUNTEER DAYS – PROCESS

- Employees must submit to their manager or supervisor at least 2 weeks in advance a written request for their proposed Volunteer Day.
- Research must be undertaken prior to the submitting of a Volunteer Day Request Form to ensure the charity or organization is open to accepting volunteers.
- The request should include the name of the organisation, the nature of the volunteer work, and dates of participation.

- Approval is subject to business needs and management discretion. Volunteer day leave may be cancelled at short notice dependent on business needs and will be asked to be rescheduled in this event.
- Employees may be required to provide confirmation of participation from the organisation.
- After volunteering, employees are encouraged to share their experience with the wider team and/or through internal communications.
- Marketing will liaise with relevant media channels to maximise PR opportunities.

This policy supports our statement to make a positive impact on the community whilst ensuring minimal disruption to business operations.

REVIEW AND AMENDMENTS

- This policy will be reviewed annually and may be updated to reflect organisational changes or legislative requirements.
- Any amendments will be communicated to all employees.

CONFIDENTIALITY AND CONDUCT

- Employees are expected to conduct themselves professionally and represent Plymouth Arena positively.
- Any misconduct or misrepresentation may result in disciplinary action.

CONTACT INFORMATION

For further information on this policy or any further questions, please contact Alex Dupree on 01752 522 167 or alex.dupree@plymoutharena.com.