

Mouchel Charity and Community Involvement Policy

Statement of commitment

Providing benefit to local communities – through, for example, safer roads, better schools, cleaner water and less pollution - is central to the work that Mouchel does. By encouraging our employees to engage, either by raising funds or as volunteers in social, environmental and economic initiatives in the communities within which they work, we believe that we are bringing further benefits to those communities, to the voluntary and charity organisations, and to our other stakeholders.

Our community involvement programme concentrates on key issues that relate directly to our business. Our main focus is on providing expertise and time – rather than direct financial support.

In addition, we encourage employees to support national and international charities.

Charity and community involvement objectives

Through the involvement of our employees in the local community, we aim:

- to bring real benefits to the communities within which we work
- to provide opportunities for our employees to use their skills and expertise, to develop professionally and to improve team spirit and creativity
- to ensure our long-term success by supporting skills development in school children and young people
- to enhance our reputation, in particular within the local community

Our target

In order to demonstrate our commitment to local communities, Mouchel will match time and resources given by employees in direct support of the objectives above. Our target is to contribute time and resources equivalent to 1% of pre-tax profits.

A handwritten signature in black ink that reads "Richard Cuthbert". The signature is written in a cursive, slightly slanted style.

Richard Cuthbert
Chief Executive
May 2006

Arrangements and responsibilities

Our charity and community involvement policy encourages staff to engage with communities in a variety of ways. There are five principal categories of involvement:

Volunteering

1. Personal volunteering in an employee's own time
2. Individual volunteering work, which supports the objectives of this policy, where an employee's own time is matched by Mouchel
3. Group volunteering work, which supports the objectives of this policy, where employees' own time is matched by Mouchel

Fundraising

4. Fundraising for charities where activities support the objectives of this policy and amounts raised are matched by Mouchel
5. Other fundraising for local, national or international charities, with support from Mouchel, but no matching of funds

Community volunteering

In order to be eligible for matching, time and resources given by employees should support the objectives set out in this policy. Approval is at the discretion of the person managing the budget from which time and resources are matched. Employees seeking matching must complete the 'Community Involvement Approval Form' at the back of this document and get it approved by the budget manager. The manager is responsible for making sure that this form is passed to the Community Involvement Coordinator.

The manager must be satisfied that:

- The involvement supports Mouchel's overall policy objectives
- There is no conflict of interest and the activity is not one that could bring Mouchel into disrepute
- Time allocated will not disrupt or adversely affect core activity in the business
- The activity is appropriate to the individual or individuals concerned

Resources

The Manager needs to consider the following:

- Whether the business can accommodate the time incurred by the community activity
- Whether the overall level of time and resource matching is within 1% of pre-tax profits.
- The mix of time and resources for example, the provision of reasonable travel costs

- The provision of in-kind support. The manager may allow a reasonable use of facilities (e.g. use of photocopier, telephone, meeting rooms etc) where this does not conflict or interfere with the business's core activity. The volume of usage needs to be contained at the manager's discretion.

Health and Safety

The Manager needs to be satisfied that:

- the member or members of staff will be in an environment that complies with our Health and Safety standards
- a proper risk assessment has been undertaken before permission is given to participate in the activity

Community fundraising

In order to be eligible for match funding by Mouchel, applications for funding must be endorsed by a senior manager (Grade C or above) to confirm that the funds raised support the objectives of this policy. Match funding will only be provided for registered charities and the charity must comply with the company's policy on equality.

Applications for match funding should be made on the 'Community Fundraising Application Form' at the back of this document.

Fundraising for national and international charities

Mouchel will provide support for employees wishing to raise funds for national and international charities but is unable to match any funding raised. The charity co-ordinator will draw up an annual action plan to:

- carry out a number of company wide corporate events to be co-ordinated centrally
- encourage staff to take part in national events organised by selected charities
- encourage 'charity champions' to organise regional events
- provide information to staff on payroll giving

Political donations

It is Mouchel's policy not to make political donations in the UK or overseas. In order to prevent inadvertent breach of the Political Parties, Elections and Referendums Act 2000, we pass a resolution at each AGM authorising political donations or political expenditure of up to £50,000 in aggregate until the Company's next AGM. However, we make it clear that the Company does not make donations to political organisations and has no intention of using the authority for this purpose.

Monitoring

Divisional budget managers are responsible for monitoring employee involvement locally, and for supplying information to the Community Volunteering Coordinator on the value of time and resources given. The Community Volunteering Coordinator will monitor overall time and resources matched in order to monitor progress towards our target.

The Group Charity Coordinators will be responsible for monitoring matching funding.

Staff views on charity fundraising and community involvement will be sought through the annual staff survey.

Communication

Our policy and details of activities will be communicated to all staff including by means of dedicated pages on 'mportal' the company intranet and in the charity and community involvement newsletter.

Community Volunteering Approval Form

Contact Name:	
Contact Number:	
Division Code:	
Brief description of community volunteering proposed (including people involved, dates / timescales)	
Brief description of anticipated benefits to community	
Estimate of time and resources	
Total Time (person hours)*	
Value of time*	
Total Additional Costs	
Approval by Manager	
Name	
Signature	
Date	

**include both volunteered and matched time but value based on matched time only ie cost to Mouchel*

Completed forms should be sent to:

Judy Howlett, Community Volunteering Coordinator
Mouchel, Highways House, 41-45 Broadwater Road, Welwyn-Garden-City, Hertfordshire,
AL7 3SP

Fax: 01707 356 380

Email: judy.howlett@mouchel.com

Community Fundraising Application Form

Contact Name:	
Contact Number:	
Division Code or Office	
Brief description of fundraising event	
Brief description of charity / anticipated benefits to community	
Cheque Details	
Cheque Payable to:	
Registered Charity Number:	
Total Amount (£)	
Approval by Senior Manager (Grade C or above)	
Name	
Signature	
Date	

Completed forms should be sent to:

Vicky Clark, Charity Coordinator
Mouchel, West Hall, Parvis Road, West Byfleet, Surrey. KT14 6EZ
Tel: 01932 337 152

E.mail: vicky.clark@mouchel.com