

# Volunteering Policy

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We recognise that Inmarsat and its employees have a significant role to play in the communities in which we live and work. We actively encourage you to give back and to harness your skills to add value to the many voluntary and community organisations who rely on volunteers to achieve their objectives.

To support this, subject to your manager's agreement, you can take up to a maximum of 3 working days of paid leave per calendar year for volunteering.

## Guiding Principles

When using the volunteering time off, you have to comply with the rules and processes detailed in this policy. Remember that whilst on paid leave for volunteering, your behaviour should reflect what would be expected of you whilst at work.

You can use your volunteering paid time off to get involved in a variety of volunteering activities as long as they do not create conflicts of interest for you or for Inmarsat, disrupt or adversely affect core business activity. Please do not use your volunteer leave for organisations that are discriminatory to any population in society. There are no restrictions to you using your own time to volunteer.

## Eligibility

Paid time off for volunteering is available to all permanent employees of Inmarsat.

## Procedure

You can take up to 3 days per year to volunteer, subject to operational needs and the agreement of your manager. If you volunteer for Team Rubicon, you can take up to 5 days. This time off should be recorded in Orbit as "Volunteering". Find out about Team Rubicon [here](#).

If you join Inmarsat before 1 July, you can take up to 3 days and if you join in the second half of the year, you can apply for 1 day. You cannot carry over Volunteering Leave to the next year. No payments will be made in lieu of time not taken or for costs incurred by you whilst volunteering.

Inmarsat will capture data about how many employees are volunteering and how many days volunteering they are paid for. We may also seek to highlight individual volunteering stories to share with employees on LiftOff and to share with others on the Inmarsat website and in the Inmarsat plc annual report. Where an individual and the cause they support may be identified, we will seek consent before sharing more widely.

Please click [here](#) for a Q&A document.

This policy does not form part of your contract of employment and Inmarsat reserves the right to amend it from time-to-time, or to withdraw it.

