Volunteering Policy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Issued** | **Revised** | **Next review due** | **Owner** |
| 1.1 | 01.01.2025 | 16.07.2025 | 2026 | AMDAP ESG Leadership Group |

1. Scope

This policy applies to office based employees within PADMA regardless of working hours. This policy does not apply directly to Production employees in Bangladesh locations, who are encouraged to participate in the community activities organised by local management.

1. Definitions

Volunteering: Employees participating in pre-approved activities that benefit a charity, non-profit or the local community during paid working hours.

1. Our Commitment

Padma Group is committed to fostering a culture of giving back to the community. This policy outlines the company's commitment to volunteering and provides guidelines for Country Managers in supporting their employees to participate in volunteer activities.

By participating in volunteer activities and providing feedback, employees contribute to the betterment of our communities and strengthen Padma’s commitment to corporate social responsibility.

1. Policy and Procedures

Employees may be offered the opportunity to participate in volunteering during paid work time in one of two ways – company organised events or individual volunteer activities.

**4.1 Company-Organised Events**

* The company will organise specific volunteer events appropriate to their office location and in alignment with PADMA’s values and ESG priorities.
* Employees can sign up to participate in these events on a first-come, first-served basis.
* The company will provide necessary information, including the date, time, location, and nature of the volunteering activity.

**4.2 Individual Volunteer Activities**

In some situations the Country Manager may allow employees to utilise the volunteering day to support a community initiative of the employee’s choice.

* Employees must obtain prior approval from their Country Director for individual volunteering activities and will be responsible for all the administrative arrangements.
* To be eligible for approval, the organisation must be a registered charity or not-for-profit organisation.
1. Approval process for individual volunteer activities

To obtain approval for an individual volunteer activity, employees should:

* Identify an approved charity or not-for-profit organization.
* Discuss their proposed volunteer activity and date with their Country Director.
* Obtain written approval from their Country Director.
* When approval is given, log the details of the activity on the monitoring sheet (see Appendix 1)
1. Time off for volunteering

Managers will ensure that critical business activities are considered before planning or conducting a volunteering activity. Managers and employees should note:

* Volunteering activity involves the host charity providing staff and resources to manage the volunteer’s experience at their expense. Your contribution is valued and also reflects on PADMA’s local reputation. Therefore, even if there are work pressures, you should not let the charity down once you have booked - especially at the last minute
* It is not obligatory to take part in volunteering activities.
* Any time booked for this activity must only be used for volunteering activities with the approved charity.
* Unused volunteering time cannot be carried forward at year end.
1. Support and Recognition

PADMA will provide necessary support, such as transportation, equipment, or supplies, for company-organised volunteer events.

Employees who participate in approved individual volunteer activities during work time may be eligible for reimbursement of reasonable expenses, subject to manager agreement in advance.

PADMA will recognise and celebrate employee volunteering efforts through various channels, such as internal communications and public relations.

**7.** Implementation and Responsibilities

**AMDAP ESG Leadership Group** is responsible for overall communication, implementation and management of this policy.

**PADMA ESG Committee** is responsible for reviewing the effectiveness of this policy annually.

**PADMA Country Directors** are responsible for implementing and promoting this policy in their own location. This includes approving requests for volunteering activity, ensuring the employee is supported in completing activities that have been approved, and ensuring the central log of volunteering activity has been maintained for their office.

**The Global Head of ESG is** oversees this policy on behalf of AMDAP Leadership Group and is responsible for the central volunteering record.

**Employees** are responsible for following the required approval process, representing PADMA appropriately whilst volunteering, providing feedback after the event, and logging the volunteering activity in central records.

11. Monitoring and Review

This policy will be regularly monitored and evaluated. A centralised record of activity will be maintained. This data will be analysed to identify trends, systemic issues, and areas for improvement.

PADMA’S ESG Committee will also consider this data as part of its annual strategic ESG review. This review will inform any necessary updates to this policy, to improve take-up of the volunteering policy, and to drive broader improvements in PADMA’s environmental, social, and governance performance.

12. Related Policies

Community Policy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval

**Approved by Padma Textiles ESG Leadership Group**

**16.07.2025**

**Approved by Marvic Fenech Adami, CFO, on behalf of AMDAP Ltd.**

**16.07.2025**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**