



National Bank Volunteer Program

Regulations

4th edition – November 1st 2017 to October 31st 2018

THE PROGRAM

National Bank employees have been volunteering in their communities for many years. Throughout the Bank's history, employees have played a key role in a wide variety of inspiring initiatives. Through your personal and collective action, you have always shown a sincere commitment to making a difference in people's lives. We can all be proud of this incredible dedication within our organization.

To recognize your engagement and multiply its impact, the Bank has updated its volunteer program. An exciting new initiative has been launched: When you enter your volunteering hours for an organization in the program, the National Bank will give back 10\$ per hour worked, for a maximum of 400\$ per organization.

Would you like to get involved in your community? Are you already a committed volunteer? Go for it! On your own or as a team, combine your energy with that of thousands of other employees and register now for the National Bank Volunteer Program!

ELIGIBILITY

All employees and retirees of National Bank and its subsidiaries in Canada are eligible.

ELIGIBLE ORGANIZATIONS

Just about any Canadian not-for-profit organizations are eligible. Only religious and political organizations and social clubs are excluded.

REFERENCE YEAR

The fourth edition started November 1st, 2017 and will end October 31st, 2017.

ENTERING YOUR VOLUNTEER HOURS

The hours you enter should match the number of volunteer hours you did in the last 12 months. You do not have to wait until the end of the edition before entering them; however, you can only enter them once a year.

FINANCIAL SUPPORT FOR EVERY VOLUNTEERING HOURS

By doing between 1 and 40 hours or more of volunteer work for the same organization, that organization can receive up to \$400 in financial support in recognition of your involvement. Each hour worked will give back 10\$ to this organization.

Once you enter your eligible hours, your supported organization will receive a cheque once within 90 days. The check emission is studied every 3 months. The same organization may receive a maximum of four applications per year, from four different employees.



SHOW YOUR COLORS!

We can provide you with volunteer t-shirts when you do volunteer work as a team. The team leader is responsible for ordering them using the online form. To keep costs down, we ask that you keep your shirt for future volunteer activities.

PICTURES OF YOUR VOLUNTEER ACTIVITIES

When you do volunteer work, either individually or as part of a group, be sure to take pictures. They could be published on the program's Intranet page or in The Observer. Send them to volunteer@nbc.ca, along with the duly completed *Declaration and Liability Waiver*.



Enter your hours directly at
volunteer.nationalbank.ca

INDIVIDUAL VOLUNTEERING

Option 1 : You already are a volunteer for an organization

- Access the online form and enter your hours of community service
- For every hour you volunteer in the same organization, they will receive a \$10 in financial support in recognition of your involvement, and up to \$400 (one check per employee per year, maximum 4 checks for one organization from four different employees).

Option 2 : You would like to do volunteer work but do not have an organization

- Access the online form and contact one of the organizations that provide opportunities or indicate your fields of interest and location to be recorded in the database.
- If a partnering opportunity is identified, the organization will contact you directly.
- After you do your volunteer work, go to the online form and enter your volunteer hours.

TEAM VOLUNTEERING

Because there is strength in numbers, the Bank is giving you the opportunity to change the world by taking part in a team volunteering activity during work hours once a year. **The activity, of approximately four hours, must be authorized in advance by your manager. Employees who participate in a team volunteer activity waive any overtime pay as per the current policy.**

After you have obtained the necessary authorization, your team leader will be responsible for making the arrangements with the selected organization, ordering the team shirts and recording your volunteer hours.

Before volunteering as a team

Option 1 : Your team has already chosen an organization

- Contact the organization of your choice and make the arrangements to help your team enjoy an enriching experience.
- Go to the online form to order your volunteer shirts and then proudly
- Do your volunteer work at the scheduled time, take photos (with the organization's permission) and record your hours on the online form

Option 2: Your team is looking for an opportunity to get involved

- Check the list of proposed activities or contact your regional branch of United Way/Centraide, which can guide you in your search.
- Contact the selected organization and make the arrangements to help your team enjoy an enriching experience.
- Go to the online form to order your volunteer shirts and then proudly wear the National Bank colours!
- Take photos and record your hours on the online form.

Once your team volunteer work is done

Option 3: Your team has done volunteer work and wants to record your hours

- Go to the online form and enter your hours of community service.
- If your team does between 1 and 40 hours or more of volunteer work for the same organization, that organization will be given between \$10 and \$400 in financial support in recognition of your involvement. The check emission is studied every 3 months.

QUESTIONS OR COMMENTS?

Visit the Intranet at [Home > Employee's corner > National Bank Volunteer Program](#) and do not hesitate to write to volunteer@bnc.ca with your questions and comments.

