




POLICIES AND GUIDELINES

AXA Hearts in Action: Volunteering Program

AXA Philippines




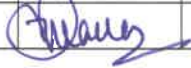
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Process Covered

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About this Document

This document details the volunteering program under AXA Hearts in Action.

DOCUMENT REVIEW AND APPROVAL				
Role	Name	Position	Signature	Date
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All revisions shall be approved by the authorized personnel. No handwritten changes are allowed in this document under any circumstances				

DOCUMENT HISTORY					
Version Number	Revision Number	Change Summary	Authored/ Revised by:	Revision Date	Effectivity Date
1	NA	New	EDELOSSANTOS	NA	
This document shall be reviewed at least annually to ensure that the procedures, information and risk assessment are kept up to date. The process owners are responsible for the prompt initiation of amendments to comply with the regulatory changes, policy updates or internal memoranda.					
This document may be discontinued, altered, supplemented or suspended at any time, at the discretion of management of the Company.					

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Section 1: Objective

Create opportunity for employees to engage in philanthropic or outreach activities that would help local NGOs, foundations, communities on their immediate needs and at the same time inspiring their lives.


Support local NGOs and barangay communities impacted by social and economic issues, natural disasters with focus on education, health and environment.

Section 2: Scope

This Program shall apply to all employees regardless of their employment status.

Section 3: General Guidelines

- 3.1 AXA Philippines' volunteer program, AXA Hearts in Action, supports activities and programs with focus on education, health, environment and social inclusion. Please refer to Annex A for list of sample volunteer/ community activities.
- 3.2 AXA Hears in Action funds community projects in partnership with non-government organizations (NGOs), local and international children's centers, DepEd and DSWD programs, and corporate foundations aligned with corporate values and advocacies.
- 3.3 Employee volunteering time are defined as follows:
 - 3.3.1 Non-working hours: all volunteer activities held during non-working day of employees of AXA Philippines whether company organized or employee initiated activities.
 - 3.3.2 Working hours: volunteer activities during work hour(s) is defined as:
 - 3.3.2.1 Company organized volunteer activity: all volunteer activities organized and facilitated by the company.
- 3.4 All working hours volunteer activities shall be approved first by immediate supervisor. No signed approval No participation will strictly be implemented.
- 3.5 Waiver
 - 3.5.1 All volunteer activities will require signed waiver before employee participation. See Annex B for waiver form.
 - 3.5.2 All waiver forms shall be filed and stored at minimum of 5 years or as stated on document retention policy.
- 3.6 AXA Philippines employee dependents:
 - 3.6.1 Employee dependents may be allowed to participate in some company volunteer activities but with signed waiver of non-liability. No waiver No participation will strictly be implemented.
 - 3.6.2 Dependent waiver forms shall be filed and stored together with the employee's waiver form at a minimum of 5 years or as stated on document retention policy.

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3.6.3 Children of employees may participate but will have to adhere on per community activity guidelines, as such, age limitation and number of participants.

3.7 Safety: Employees are encouraged to participate on any personal or company initiated community activities provided that basic safety rules will be adhered. No community activity will be approved and conducted if employee's safety will be compromised.

3.7.1 For AXA Share a Heart fund community projects, safety is a top priority thus company may turn down approval of the project if safety will be compromised. Please refer to Annex C for AXA Share a Heart Fund guidelines.

Section 4: Implementation: Working Hours Volunteering

4.1. Company Organized Working Hours Volunteering shall be conducted only once every quarter unless special approval will be given by CHRO and CEO. CR Week Outreach activities are included in this category.

4.2. All approved working hours volunteering activities will be considered Official Business and shall be filed and approved by immediate supervisor before scheduled activity.

4.3. Allowable Working hours volunteer time:

4.3.1. Employees may participate to no more than four (4) volunteering activities conducted on week days per calendar year, be it company or employee initiated activities.

4.3.2. All working hours volunteering should be approved by immediate supervisor.


4.3.3. Employees will also be responsible to their own work deliverables and it will be made priority before attending working hours volunteering activities.

Section 5: Other Volunteer Activities:

5.1 Blood Donation

5.1.1 Blood donation will be counted and considered as volunteering activity be it company initiated or personal initiative.

5.1.2 Reporting of this activity on personal initiative will be at the discretion of the employee.

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5.2 Disaster and Relief Drive

5.2.1 Disaster and Relief Company volunteering is on case to case basis and should be coordinated with the following divisions:

- Human Resources
- Safety and Facilities

5.2.2 Funding and support will be subject for approval from the following offices:

Amount in Pesos	Approvers
Above 3M	CEO, CFO and CHRO
More than 300k up to 3M	CHRO and Finance Head of Treasury/Financial Controller
300k and below	CHRO

Specific outreach activities for disaster and relief drive will be advised and coordinated with the company safety committee.

5.3 Fund Raising Drive

5.3.1 All fund raising activities will be company initiated and approved by the CCRO.

5.3.2 Salary deduction will be on a per approval basis from the CHRO.

5.3.3 All salary deduction fund raising activities will require authority to deduct from the employee. If employee has reached maximum allowable deduction on scheduled pay day, approval on change of date of deduction will be sent to employee.

5.3.4 No authority to deduct, no deduction will be strictly implemented.


5.3.5 Out right cash donation on a fund raising activity will be monitored by an accounting staff and immediately deposited to approve beneficiary.

Section 6: Monitoring and Reporting

6.1 All volunteer activities shall be recorded and reported using the global format reporting. The following should always be monitored:

- Number of employees
- Volunteer hours rendered
- Type of volunteer given, e.g. cash, kind, time
- Company counterpart cost
- Non-employee participation

6.2 Share AXA Heart Fund community activity report should be included in the proposal and will be submitted by awarded employee/ group of employees 1 week after the implementation of the community activity.

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Annex A

Sample Volunteer Activities Employee can participate

Education Related Community Activities:

- Brigadaeskwela
- Adopt a school: Public school classroom construction
- School Feeding Program
- Provision of school supplies
- Tutoring public school students
- Coaching in public school sports activity
- Coaching in other public school activities, e.g. school play, declamation
- Mentoring students in a public school
- Out of school youth mentoring and coaching activities

Environment Related Community Activities:

- Tree planting in a non-privately owned land, government related rehabilitation project, NGO supported farming community
- Coastal clean-up
- Barangay community street clean-up
- Estero clean-up

Others:

- Serves as board of a nonprofit organization
- Youth mentoring
- Soup kitchen
- Skills sharing to any nonprofit, nongovernment organization
- Church based volunteer activity

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Annex B

Sample Waiver Form

"I, (name), an employee of AXA Philippines, wish to participate and volunteer in (activity) of AXA Philippines. I understand that the nature of the volunteer activities may involve physical activities, travel to and from various locations, and other potential risks of injury. Knowing this, I hereby assume all responsibility for any and all risks of property damage or loss, accident, and/or bodily injury or death, which I may sustain in connection with my participation in serving as a volunteer in the above mentioned activity conducted by AXA Philippines.

Further, I hereby voluntarily release, waive, forever discharge, and agree to indemnify and hold harmless AXA Philippines and any of its officers, directors, employees, agents, partners, beneficiaries, and volunteers of any and all claims, liabilities, or responsibility of whatever kind or nature resulting from, on account of, by reason of, or arising in, directly or indirectly, from my involvement or participation in the said activity.


I hereby confirm that I do not have any physical, mental, or emotional limitations or conditions that would impair my capability for full participation as intended or expected of me.

I hereby acknowledge that I have fully read the foregoing and understand the contents and consequences hereof, and I am signing this instrument freely and voluntarily.

I agree that this instrument is intended to be as broad and inclusive as allowed under Philippine laws, and that if any of the above is determined by final judgment to be invalid or otherwise unenforceable, the remaining shall continue to remain in full force and effect."

Name and signature of Employee

Date:

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ANNEX C

AXA Share a Hearts Fund

Objective:

- To provide opportunity to employees who have personal advocacy or regular personal volunteering activities to participate in company volunteering through fund support.
- To support employee personal advocacies and provide recognition to employee initiative in engaging to volunteering activities

Additional Guidelines:

- Five volunteering personal activities will be supported every calendar year.
- All employees may apply for minimal volunteering fund for their own outreach activities.
- Submission of proposal should be made every available every quarter, at the first week of the first month.
- Amount of fund will be at the discretion and approval of the CSR Manager and CCRO. Maximum of 5,000 per proposal may be given.
- All grants will be in-kind. Cash Advance will be limited to maximum of 1,000 for food of volunteers and subject for liquidation.
- All proposed activity should be aligned with CSR focus areas, Education, Health and Environment.
- Signed attendance of all volunteers and pictures will be required to submit after the activity.

Eligibility:

- Open to all AXA Philippines regular and probationary employees.
- All proposal should include minimum of 6 AXA employee volunteers as part of the team.