

Guidelines

CAE encourages its employees to give back to the community by enabling and encouraging leaders to organize team events focused on volunteering during work hours. CAE's new team volunteering program allows employees to volunteer in the non-profit organization of their choice once a year, with their colleagues, as a team-building activity.

Eligibility

All CAE employees or CAE joint venture employees are welcome to take part in Team volunteering activities.

Organizing an activity in collaboration with the managers

All employees and leaders are welcome to organize an activity for their direct team, with the collaboration and approval of their manager (if applicable):

- Recommend the organizations to managers and team
- Coordinate the activity (date, time, arrangements with the organization, etc.)

Managers should make sure a volunteering team-building activity in the community is organized within its group or site yearly. The activity must be a team-building activity with direct team members.

Budget: It's the manager's role to evaluate how many hours can be allocated to this activity, depending on his/her budget and work priorities.

Important: This program aims at donating some time on your work hours for the benefit of the community, as a team building activity. Individual volunteering activities or fundraising activities cannot be logged under this program.

Guide to organizing activities

The company grants the employees time to do some volunteer work during work hours. An annual activity can range from a few hours to about one day (anything around 1 to 8 hours of volunteer work every year is reasonable).

Depending on the budget and priorities, the activity can take place once a year, or it's also possible to organize a few activities throughout the year (meaning more coordination will be required from the team as to finding the non-profit organization, coordinating with them, finding a date for the activity, etc.)

Examples of team-building activities and timeframe – depending on the team priorities and interests:

- 1 hour cleaning a park
- 1 hour in an elderly nursing home
- 1 hour in a rescue animal shelter
- 3 hours handing out supplies to disadvantaged children
- 4 hours cooking food in a community centre
- 5 hours delivering hot meals to homeless people
- 3 hours wrapping Christmas presents for a foundation
- 8 hours renovating a community centre
- Etc.

Where to start?

- Identify potential activities that would be beneficial for the team and the community
- Discuss with your team to ensure that it would be a good team-building opportunity and that the identified community activity resonates with your team
- Select the date and time depending on the business priorities
- Organize the activities in collaboration with the non-profit organization you have decided to support!

Overall criteria

- All employees and leaders are empowered to organize a volunteering activity for their colleagues/team, **with the collaboration and approval of their manager** (if applicable).
- This program aims at donating some time on your work hours for the benefit of the community, as a team building activity. Individual volunteering activities or fundraising activities cannot be logged under this program.
- Volunteering hours can be done in a non-profit organization or can be an activity to do a good deed (e.g. collection of waste in a public place).

Exclusions:

- Activities in religious, fraternal and sectarian groups
- Activities that serve individuals or individual pursuits
- Conferences, seminars and workshops
- Activities in sports clubs, for sports teams or sporting events such as golf tournaments
- Fundraising activities
- Any additional costs for the selected activity (e.g. transportation fees, meals, t-shirts) must be paid for by the departmental budget.
- Volunteering activities should be done during work hours and counted in your weekly schedule. If some activities are completed outside of work hours, they will not be counted as overtime.
- Volunteer hours must be compiled in each employee timesheet, using the « Excused Absence Paid » code.
- Health and safety is a priority, even during activities outside of the workplace. Therefore, employees should be equipped and prepared appropriately for their activity to minimize risk of injuries. Health & Safety Officers can help you prevent injuries when organizing the activities.
- Participating in the team volunteering activities is optional, but is strongly encouraged!

Visibility

We want to hear about your team volunteering activities! Tell us about what you did, how many employees participated and how it helped the community. Please send us some pictures, names and description of your activity to volunteering@cae.com.

For any questions, please send an email to volunteering@cae.com.