



# McLarens **UNITY**

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## McLarens' Day of Service

In support of our responsible business ambitions, we encourage all employees to take part in McLarens' [annual Day of Service](#). This provides each employee with a day of paid leave to support a community organisation of their choice. This could include supporting a charity that is important to them personally or identifying a new charity with whom they can develop a relationship. Groups of employees may wish to work with other colleagues to co-ordinate their day of service to increase their impact.

The Day of Service can take place anytime throughout the year. We encourage colleagues to plan their Day of Service to take place at a time most appropriate for their work and their team, and any Day of Service activity should be agreed with your line manager.

This Day of Service extends to our employees at all McLarens' family of companies.

We have developed the following Day of Service Guide:

### 1. Identifying your cause

If you have not supported a charity before, it can be a daunting task. It is hard to know where to start; and how to understand the differences in needs and expectations. From the outset, be open and engaging, and don't hesitate to ask questions. Charities are always grateful for support and happy to explain any questions to ensure that you get the most from your experience.

Think about who your community is and what is currently happening. Most people will automatically think of their geographic community; however, community exists in lots of different formats where people with a common interest come together. This may be a cultural community, or a community built round a particular topic such as climate change or a group affected by a common illness. As a starting point, you should **identify which community you would like to make a difference to.**

### 2. What is needed?

Once you have identified your community, you should think about what support they may need. Consider consulting local newspapers, contacting local political representatives or community leaders, or speak to other people in the community. They can help you to **identify what challenges your day of service could help address.**

Once deciding upon a charity or cause that you could help. You should think about what they *need* to help deliver their charitable purpose and *how* you can most effectively support them. Ensure that you have a conversation with them (don't assume) and consider what skills or experience you could offer. This may be beyond the norm of what you think charities may require, and could include:

- a local charity that provides food to homeless people, and needs help to prepare and serve meals;
- a school that needs support in providing careers guidance to pupils;
- a charity that helps the long-term unemployed into work, and needs to support people with interview practice;
- a local park that needs help with litter picking or planting trees;



- a charity that is developing its new business plan and needs someone to facilitate a workshop.

### 3. Agree your actions

Once you have identified who you want to work with, it will be important to agree with them **what** you will deliver. Set a clear objective for your work; whether that be an agreement on the size of an area in which you will pick up litter, or the scope of a workshop you might deliver. Take time to agree the best plan for delivering your objective, and make sure this is clear and agreed with charity.

It can be helpful to **identify the key contact** at the charity with whom you will be working. You should ensure that you spend time understanding what they need you to deliver and discuss how you can best do so. As part of this discussion, you should ensure that you agree key points such as:

- What does success look like?
- How much time do they expect it to take?
- Where will it take place and how will you get there?
- What additional resources might you need to deliver the project, and who will provide these?
- Who from the charity will you be in contact with on the day?
- What training/introduction/briefing does the charity need to provide?
- Are there any checks or processes you must complete before the project e.g., criminal records checks?
- Are there any insurance requirements, and who is expected to pay for these?

Remember that you may be required to prepare some things in advance, depending on the type of activity you are undertaking. Discuss this with the key contact and agree who will be providing what, so that everyone is clear in advance.

### 4. Evaluate and communicate

Whilst you are delivering the project, make sure you take photos and share your experiences on social media. You should tag **@mclarensglobal** and use the hashtags **#mclarenscommunity** and **#dayofservice**.

*If you are working with children/young people or vulnerable adults, ensure that you speak to the charity first before taking any photos or posting anything on-line.*

Once you have delivered the project, review whether you have achieved the objective that you have set, what worked well and what could have been improved. This should be done with the key contact from the charity. It is important to evaluate any project, to ensure that the charity fully benefit from your support. You might be able to identify how they can continue to develop and improve on the work that you have done with another volunteer.

After you have completed your Day of Service, you should share your story with colleagues via our [intranet and email](#) [globalresponsibility@mclarens.com](mailto:globalresponsibility@mclarens.com). Please email A copy of this should also be sent to your line manager.

### 5. Follow up

We recommend that you check in and follow up with the charity. You may wish to develop an on-going relationship with them or recommend them to another colleague for their own Day of Service.

Think about the ways you could continue to support the charity, whether through further volunteering, or raising money or awareness of their work.

Should you have any questions, please speak to your line manager, or contact [liz.tubb@mclarens.com](mailto:liz.tubb@mclarens.com)