



Volunteering Policy

Approved December 2025

Amendment History

Version	Date of Amendments	Amendments	Main Author
June 2022	18 April 2023	• Inclusion of Volunteer Agreement (p.4 & p.15) • Updates related to Accelerate programme and inclusion of Step Into Business (pp. 9 & 14) • Replacement of reference to Young Men's / Young Women's Network (p.13) to Alumni / Ambassador Events	Amy Metcalfe
November 2025	17 November 2025	• Minor change following Code of Fundraising Practice update. • Content reviewed and updated, including terminology, contact details and hyperlinks • Added signposting to the culture and inclusion policy relating to prevention and reporting of bullying, harassment and sexual harassment	Amy Metcalfe

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1. Purpose of the document

The Volunteer Policy provides clear guidance on what support and guidance volunteers can expect from the EY Foundation and in return, what the EY Foundation expects of volunteers.

The document covers:

- Responsibilities and expectations
- Safeguarding
- Data Protection
- Whistleblowing
- Health & Safety
- Social media
- Volunteer feedback
- Acceptable use of IT

2. Who is this policy for?

The Policy is for people who engage with the EY Foundation's programmes as volunteers*. This refers to both EY and non-EY Employees (including but not limited to EY/Partner family and friends, other employers' staff, mixed teams on fundraising challenges, and anyone associated to the wider EY network and affiliates). Unless stated, this policy remains the same for EY and non-EY volunteers.

*The EY Foundation defines volunteering via the NCVO definition and guidelines (taken from [What is volunteering? | NCVO](#))

Volunteering is when someone spends unpaid time doing something to benefit others. Volunteering can be formal and organised by organisations, or informal within communities. It should always be a free choice made by the person giving up their time.

3. Our values

Our values define how we behave day to day. They also reflect the way we expect our volunteers to act when representing us as an organisation:

- **Growth mindset.** Increase our impact on more young people through dedication, innovation and hard work.
- **Courage.** Use new learning and diversity of thought to challenge the status quo; embracing lessons learned even if a project misses its targets.
- **Enable people.** Everyone is given the opportunity to develop and to succeed.
- **Collaboration.** Build relationships - internally and externally - to share ideas, embed an inclusive approach and achieve bigger outcomes.

Our values guide our actions and behaviours. They influence the way we work with each other and the way we serve our young people and volunteers. We should recognise when people demonstrate the values and challenge when people don't.

We expect all individuals who interact with us (volunteers, young people, staff, and trustees etc) to apply these principles to assist us in making consistent decisions, and to build a shared commitment to our values.

4. Equality, diversity and inclusion

The EY Foundation is committed to building a diverse and inclusive organisation that is responsive to the needs of young people and our stakeholders. The EY Foundation is also committed to equal opportunities at all stages of the volunteer recruitment and selection process. Selection of volunteers should always be carried out without discrimination and the EY Foundation welcomes applications regardless of their background.

We actively seek and encourage volunteers from diverse backgrounds to support delivery of our programmes and aim for diversity and representation across our events

At the EY Foundation, diversity, equity, inclusion, and belonging are at the heart of everything we do. We believe in the transformative power of embracing differences and creating a culture where everyone feels valued, respected, and empowered to be their authentic selves.

We are committed to fostering an environment that celebrates diversity in all its forms, ensuring that everyone - regardless of background, identity, or experience - feels safe, accepted, and that they truly belong. Our dedication to Diversity, Equity, Inclusion and Belonging means continuously learning, improving, and challenging ourselves to build an organisation where every individual can thrive.

We are proud to be an Equal Opportunities Organisation and uphold the principles of the Equality Act 2010. We take a zero-tolerance approach to discrimination, harassment, and bullying. We welcome volunteer applications from individuals of all backgrounds, identities, and experiences, and are committed to equal opportunities at all stages of the volunteer recruitment and selection process.

We strive to make volunteering accessible to all regardless of background, identity, or experience. Selection of volunteers is carried out without discrimination, and we actively seek and encourage volunteers from diverse backgrounds to support the delivery of our programmes. We aim for diversity and representation across our events and welcome feedback from volunteers to help us continuously improve our practices.

5. Volunteering with the EY Foundation

5.1 The role of the volunteer

For EY staff, roles will be advertised on EY Ripples and updated according to availability. Non-EY staff should contact volunteering@eyfoundation.ey.com. Descriptions of the volunteering roles available can be found in the Appendix.

As there are various volunteer opportunities available at the EY Foundation, the requirements of each will vary role to role. Volunteering role descriptions can be found in Appendix B of this document. This includes the time commitment, as well as a list of attributes required to fulfil each role successfully.

For further information, please either contact the EY Foundation team member responsible for your activity or email volunteering@eyfoundation.ey.com.

5.2 Responsibilities and Expectations

5.2.1 We want to ensure your volunteering experience is enjoyable and rewarding.

Our commitment to volunteers (including fundraisers where relevant) is to:

- Provide access to the EY Foundation's policies on Volunteering, Safeguarding, Privacy, Complaints, Confidentiality, Health & Safety and Whistleblowing (See below for more information and links to policies);

- Handle your data in line with EY Foundation's Data Protection Policy
- Offer equal opportunities to everyone who wants to volunteer
- Encourage a friendly, positive and inclusive atmosphere
- Provide information about our programmes and how they fit into our vision, purpose and goals
- Provide a clear volunteer description (where relevant), explaining your role and responsibilities
- Offer appropriate materials, training and support for your role including DBS checking and child protection training where relevant
- Support our fundraisers with relevant resource, information and support as required
- Choose a role that suits your time and experience.
- Respect all our volunteers and collect feedback on how we can improve the volunteer experience
- Celebrate success and recognise your dedication and hard work in helping young people

5.2.2 We expect our volunteers (including fundraisers where relevant):

- EY applicants can register on EY Ripples ([Programme details page / EY Ripples](#)). Non-EY staff interested in volunteering should contact the EY Foundation: volunteering@eyfoundation.ey.com;
- To read, understand and adhere to the EY Foundation's policies on Volunteering, Safeguarding, Privacy Policy, Confidentiality, Health & Safety and Whistleblowing (See below for more information and links to policies);
- To ensure that GDPR guidelines are always adhered to;
- To work in partnership with other volunteers, staff, employers, suppliers, Trustees and the general public;
- To complete requested paperwork including monitoring and evaluation forms;
- To let us know if there are any changes in your personal circumstances that may affect your volunteering or fundraising activity (such as your ability to participate physically in a sponsored challenge event);
- To let us know immediately of any concerns or problems you might have, so that we can find a solution;
- To always consider and protect the EY Foundation's name and reputation through your actions and conduct;
- To avoid last minute cancellation where possible, as this impacts our delivery to young people;
- To commit to our aims and values and be a positive role model for the EY Foundation young people;
- To apply a level of professionalism to your volunteering role;
- To aim for high standards of efficiency, reliability and quality in your volunteering.
- To seriously recognise the importance of signing up to a sponsored challenge event with the necessary (non-binding) commitment to specific fundraising targets;
- To ensure any funds raised for the Foundation are held in trust for the charity.

5.3 Safeguarding

The EY Foundation has a duty of care to all beneficiaries and all active volunteers involved in programme delivery or fundraising events. There will be relevant training and support provided to volunteers where required, regarding child protection and safeguarding. All volunteers that work directly with or, come into contact with young people - have a responsibility to keep them safe, identify concerns, share information and take prompt action.

The EY Foundation has seven Designated Safeguarding Officers (DSO) who have completed Child Protection L3 training. Volunteers should inform a DSO immediately if they have any concerns regarding a young person's safety. Or if a young person, yourself or another volunteer is in immediate danger phone 999 first and then inform a DSO.

Our Designated Safeguarding Officers are:

EY Foundation team	Name	Contact
Child Protection Lead and Designated Safeguarding Lead (Chief Programmes Officer)	Jodie McNally	07717492979
Deputy Child Protection Lead and Designated Safeguarding Lead	Robert Pope	07798 928419
Designated Safeguarding Lead	Parvin Akhtar	07834 908357
Designated Safeguarding Lead	Pauline Barba	07917 721699
Designated Safeguarding Lead	Anita Chouhan	07500 028402
Designated Safeguarding Lead	James Dundas	07469 036520
Designated Safeguarding Lead	Chi Nkem	07385 422725
Designated Safeguarding Lead	Sarah Batty	07795 385407
Designated Safeguarding Lead	Millie Rudman	07385 958144
Designated Safeguarding Lead	Amira Ismail	07387 042636
Designated Safeguarding Lead	Megan Young	07531 271138
Designated Safeguarding Lead	Elizabeth Hazley	07766 454725
Chief Executive Officer	Lynne Peabody	07958 269112

All volunteers should read the EY Foundation's Safeguarding policy found [here](#).

This document gives clear procedures on responding to concerns regarding the safeguarding and protection of children, young people and vulnerable adults.

5.3.1 DBS/PVG certification

As some of our voluntary roles involve working with children and vulnerable adults, we ask some of our volunteers to undergo police checks i.e. disclosure and barring checks (DBS - England) or Protection of Vulnerable Groups (PVG - Scotland).

For a DBS to be accepted by the EY Foundation, it must have been issued within the last two years and provide an enhanced level of clearance. Volunteers based within Scotland, must have a PVG.

5.4 Fundraising

EY Foundation operates in line with the Fundraising Regulator's [Code of Fundraising Practice](#).

Fundraisers are a vital part of our volunteer community and we are grateful for their efforts. We aim to provide those fundraising on behalf of EY Foundation with appropriate support to undertake fundraising responsibly, with respect and with integrity.

We distinguish between 'On behalf of' volunteers and 'In aid of' volunteers - definition provided by Fundraising Regulator: [Volunteers | Fundraising Regulator](#).

'On behalf of' volunteers' are volunteers who have authority from the fundraising organisation to fundraise. The organisation knows that they are raising money and will often help the volunteers by providing advice and resources.

Volunteers fundraising 'on behalf of' EYF will receive a copy of our Fundraising for EY Foundation Volunteer Guide.

Fundraisers signing up to take part in our fundraising events will be subject to the terms and conditions of the event.

'In aid of' volunteers have no authority from the fundraising organisation and are acting on their own initiative.

As per the Charities Act 1992 and Charities and Trustee Investment (Scotland) Act 2005 EYF reserves the right to request someone no longer fundraise on our behalf or to cease unauthorised fundraising if we believe it could harm the charity.

6. Confidentiality and Data Protection

Our Privacy Notices are intended to describe the practices the EY Foundation/EY follows in relation to the privacy of individuals who complete our surveys and provide us with personal data that is processed and stored on our system. This EY Foundation Privacy Statement should be read together with the EY Privacy Statement and in case of any conflict with the EY Privacy Statement, the terms of the EY Foundation Privacy Statement will prevail.

EY Privacy Statement can be found on the [EY Foundation website](#).

7. Travel and Expenses

The EY Foundation does not reimburse volunteer expenses unless agreed in writing with the relevant EY Foundation team member in advance of the activity. Any volunteer expenses must be in line with the EY Foundation expenses policy which can be requested separately. Please note that EY Foundation operates a separate policy to EY.

8. Whistleblowing

The EY Foundation operates in a clear and transparent way which allows for anyone who works or volunteers with us to raise genuine concerns about acts of wrongdoing or malpractice in the workplace. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

Full details of our policy and how to raise any issues can be found on the [EY Foundation website](#).

9. Health and Safety

The EY Foundation Health and safety policy can be found [here](#). Non-EY volunteers can request a copy of the policy via volunteering@eyfoundation.ey.com.

All volunteers with the EY Foundation programmes must:

- Take reasonable care for the health and safety of themselves, other volunteers and beneficiaries who may be affected by your actions or omissions.
- Refer to the EY Foundation Health and Safety policy.
- Report accidents, incidents or dangerous circumstances regardless if anyone has been injured or not.

10. Leaving your volunteering commitment

Volunteers can stop volunteering with the EY Foundation at any time. Where circumstances will allow, an agreed period that leads to this point would be helpful to allow us adequate time to make alternative arrangements.

There may also be times when the EY Foundation may ask a volunteer to stop volunteering with us, for various reasons. Where circumstances allow, we will offer the volunteer the opportunity to receive and give feedback regarding their experience.

11. Social Media

Volunteers are expected to ensure that any information and opinions shared on social media platforms protects the EY Foundation's reputation and are not in conflict with our brand guidelines and policies or could bring the organisation in disrepute.

12. Volunteer feedback

We welcome feedback from our volunteers. We ask each volunteer to complete a survey that details their experiences. If you would like to provide additional feedback, have any problems - or wish to make a complaint, please contact us in writing to volunteering@eyfoundation.ey.com.

The EY Foundation complaints policy can be found on the [EY Foundation website](#).

Appendix A - Programme Descriptions

Smart Futures

The Smart Futures programme provides paid employability skills training, paid work experience and up to six months of mentoring for 16 - 17 year olds. Young people are given a chance to develop their knowledge of careers alongside core employability skills, such as leadership, presenting and networking.

Your Future

Your Future provides young people who want to go straight into a job with two weeks of paid employability skills training and work experience, as well as a dedicated employment coach for up to six months.

Step Into Business

Step Into Business supports 16 - 19-year-olds who are interested in entrepreneurship and are eligible for free school meals to develop their knowledge of how to start a new business or social enterprise. Young people take part in a one-day intensive workshop, meeting and learning from inspiring entrepreneurs before being paired with a business coach for six months. They then have the opportunity to pitch for a start-up grant of up to £2000 to pursue their business idea.

Employability Workshops

Employability workshops provide an opportunity to connect young people with information about the local labour market and to meet employers from a range of sectors. They also provide students with key employability skills and a greater understanding of the pathways into employment from apprenticeships to graduate roles.

Our free half day workshops are delivered to students in England and Scotland. They introduce young people to a range of careers, employability skills training and offer the chance to meet local employers. The workshops help schools meet several of the [Gatsby Benchmarks](#).

Key outcomes of this programme are to improve interview preparation, presentation, teamwork, attitude to work, confidence and raise awareness of the career options available to them. To verify the impact on the young people we work with, we collect feedback from all stakeholders involved in our programmes. Gathering feedback in this way helps us deepen and widen our understanding of what has the greatest impact.

Appendix B - Volunteering Role Descriptions

High Impact programmes:

Volunteering opportunity	Advance preparation	Time commitment
Host a student in your team during a programme. Arrange a programme of engaging and creative activities to provide them with a better understanding of the world of work.	• Attend (dial-in) EY Foundation training (x 30 mins) • Prepare a schedule of activities / project for the student(s)	3 days
Mentor Mentor a student (16 to 19 years old) either 1:1 or in a group format whilst they make important decisions about their future, providing them with support and guidance on careers, developing soft skills etc. Your mentee will be encouraged to set goals in relation to their academic, career and personal development.	• Attend (dial-in) EY Foundation training (x 30 mins) • 2-3 hours in total for obligatory NSPCC training and DBS checks.	You will be asked to provide advice and guidance virtually once or twice a month (for an hour) for between 6 and 12 months
Facilitator Deliver interactive and engaging virtual workshops to students during the first week of the programme covering a range of employability skills. All content is provided but you must have strong facilitation skills and the ability to engage young people	Attend (dial-in) a briefing session (x 30/45 mins)	Up to 2 hours
Panellist Join a panel on a variety of different topics including: • Talk to young people about your career journey and opportunities within your organisation/sector • Join a speed networking activity to talk to young people about your career, your role and provide an insight into your day to day job	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 2 hours

- Join a Dragons' Den panel, listening to groups of young people pitch and then provide feedback on strengths and development areas. Presentation themes vary for each programme - Join a Leadership Panel discussing how you demonstrate leadership in your role / team.		
Mock Interviewer Interview young people 1:1 or in small groups to help prepare them for the world of work. Suggested questions and feedback forms will be provided	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 2 hours
Telephone Interviewer You will spend 30 minutes asking formal interview questions via telephone to a prospective applicant for Smart Futures.	No formal requirements for this role. The questions will be provided along with a score sheet.	- Each interview takes a maximum of 30 minutes, followed by 5 - 10 minutes to write up the score sheet. - You can sign up to do as many interviews as you have capacity for.
Job Coach As a Coach you will be allocated a young person to support on a 1:1 basis for a period of 6 months. You will be asked to provide advice and encouragement as the young person seeks to find, secure, and sustain a new job.	- Keen to dedicate time and energy to support and transform the lives of young people - Some experience of mentoring or coaching - Currently in employment - Have strong communication skills	6 hours initially; 1 hour per week for the first 6 weeks and then as needed thereafter.

Employability workshops:

Volunteering opportunity	Advance preparation	Time commitment
Facilitator Deliver interactive and engaging virtual workshops to students covering a range of employability skills. All content is provided but you must have strong facilitation skills and the ability to engage young people	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	2- 3 hours
Panellist Join one of our panel sessions to talk to young people about your career journey and/or opportunities within your organisation/sector	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 3 hours
Mock Interviewer Interview young people 1:1 or in small groups to help prepare them for the world of work. Suggested questions and feedback forms will be provided.	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 3 hours

Step Into Business:

Volunteering opportunity	Advance preparation	Time commitment
Facilitator Help to facilitate an entrepreneurship focused session.	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 3 hours
Job Coach Work 1:1 with a social entrepreneur offering practical guidance and advice with the overall goal of helping them to improve their business performance.	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Once or twice a month for 6 months.

Alumni Events:

Volunteering opportunity	Advance preparation	Time commitment
Facilitator Help to facilitate an employability focused session.	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 3 hours
Panellist Join one of our panel sessions to talk to young people about your career journey and/or opportunities within your organisation/sector	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 3 hours
Guest Speaker An opportunity to speak to young people about a subject of your choice.	Attend a briefing call with a member of the EY Foundation programmes team (x 30 mins)	Up to 3 hours

Fundraising:

On behalf of Fundraisers - Take part in fundraising events organised by EY Foundation to raise money for the charity. These events range from a physical challenge like an international trek, to a bake sale in an EY Foundation office. There may be individual terms and conditions for some of these fundraisers and for some activities a participant fee to take part, others are free to join and just need a small-time commitment. The EY Foundation fundraising team will provide help and support for your fundraising endeavour

Charity Champions - Fundraising volunteers from EY who support EY Foundation's connection and fundraising to regional offices and their employees. They may support with running a stand in an office, recruiting fundraisers to take part in events and running their own local activities. They will be supported by EY Foundation staff members.

In aid of Fundraisers - Undertake their own fundraising activities in aid of the charity. They are responsible for their fundraiser.