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**About this document:**

These questions and answers are meant as support for internal communication opportunities. This document cannot be shared externally.

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# Co-worker volunteering

## Registration & approval process

### **1- How many times can I register for volunteering activities at IKEA?**

In principle, once per FY only ( and you can also be included in a waiting list). You can register for as many activities as you like in the platform- each activity has a maximum number of participants- but you will only be able to volunteer once.

### **2- Can I register with a colleague?**

If there are 2 openings for the same activity, you can try of course but there is no guarantee that you will finally go together

### **3- Do I have to check this with my BAM or can I just do this?**

Yes, it is always in mutual agreement

### **4- What do I do if my manager does not allow me to register?**

You can register for another opening with a better timing.

## Planning and batching

### **5- How does it work with people planning?**

P&C is fully involved in this project since the beginning. After you register on-line for one of the activities proposed, P&C will follow up on this project and registrations and your timeslot will be scheduled by People Planning in agreement with your BAM.

### **6- Will I be paid a normal rate?**

It is considered as working time.

### **7- Should we 'batch' - what about 'batches'?**

You just start on time as agreed with the organization (read the full description of every volunteering activity proposed in the platform); the organisation will send a report about the activity to P&C once it is finished.

## Transportation & practicalities

### **8- Are the projects from Monday to Friday or also on Saturday?**

Volunteering activities can happen between Monday and Saturday

### **9- Between what hours are the projects?**

Volunteer activities last 4 hours in 2 blocks: morning (9 to 13) and afternoon shift (13 to 17).

### **10- Kilometervergoeding? (transport allowance)**

If I work 8 hours: 3h30' hours at IKEA + 30' travel time (working time) + 4 hours volunteering

If I work 4 hours: here travel time is not considered as worked time.

Co-workers could also claim excessive mileage via TEC (mileage above the normal work-home travel)

### **11- What if I get sick or get hurt during the activity? Am I insured?**

Yes you are insured as it is considered as working time. The procedure is the same as the store and you inform P&C of it.



### **12- What if that day I am sick?**

You inform P&C and your sustainability leader about it (as much in advance as possible to find a replacement).

### **Other questions**

### **13- What if I have to stay longer than expected?**

The blocks of activities are previously defined with partners. If you want to stay longer it will be on voluntary base, not considered as working time.

### **15- Can I propose projects myself?**

No, the activities proposed are based on the organizations and vulnerable beneficiaries' needs previously agreed.

### **15- What if I want to continue volunteering at their place?**

We hope you continue as a volunteer at that place or with another organisation. This will take place in your free time and it will not be considered as working time.