

CORPORATE VOLUNTEERING COMPANY SURVEY

Companies are getting more and more involved in corporate social responsibility. Very little is known about corporate volunteering, so Volunteering Australia together with Volunteering ACT is keen to hear your views about this subject.

Purpose of survey:

To gain insight into employer awareness of and approach towards corporate volunteering programs and to assist you obtain data which will enable you recognise and celebrate employee community contribution. For the purposes of this survey a corporate volunteering program is defined as any program intended to encourage employees within a business to volunteer in a not-for-profit organisation.

Who is conducting the survey?

Volunteering ACT in partnership with Volunteering Australia. Volunteering Australia would like to thank Orima Research for their help in the creation of this survey and the Canberra Business Council for distributing it to their members.

Confidentiality:

Your answers will be treated as CONFIDENTIAL and will only be seen by Volunteering ACT and Volunteering Australia staff.

We very much appreciate your help in completing this survey for us.

Q1 Company Name.....

Q2 Your Name

Q3 Your Position within the company

Q4 Tel No

Q5 Email Address

Q6 How many employees are there in your company in Canberra?

Q7 Have you heard about corporate volunteering programs?

- 1 Yes
- 2 No

→ If No, would your company like to be contacted by Volunteering ACT to find out more?

- 1 Yes
- 2 No

Q8 Does your company have a corporate volunteering program?

- 1 Yes
- 2 No

→ If No, would your company contemplate introducing a corporate volunteering program?

- 1 Yes
- 2 No

(Please go to Q14)

Q9 How many of your employees have been involved in your corporate volunteering program?

.....

Q10 What does your company do to encourage staff to volunteer? *(Please circle as many as apply)*

- 1 Give time off (paid)
- 2 Give time off (unpaid)
- 3 Reimbursement for costs associated with the activity (eg. Meal, travel)
- 4 Recognition (eg. Staff awards scheme)
- 5 Puts staff in contact with volunteering organisations
- 6 Policy to support corporate volunteering (eg in official documents, reports to shareholders)
- 7 Other (please specify).....

Q11 Does your company stipulate that the volunteering, undertaken by your employees as part of your corporate volunteering program, needs to be team based?

- 1 Yes, always in teams
- 2 Sometimes in teams, but employees can also choose to volunteer individually
- 3 No, volunteering must always be done individually

Q12 Does your company stipulate that the volunteering, undertaken by your employees as part of your corporate volunteering program, needs to be for a specified not-for-profit organisation?

- 1 Yes, company identifies suitable positions that staff can then choose from
- 2 Yes, but employees can choose from a list of 'approved' organisations
- 3 No, volunteering can be done with any not-for-profit organisation

Q13 What is the nature of the volunteer work that your employees have done?

- 1 Using work-related professional skills
- 2 Using skills not related to their day-to-day job
- 3 A mixture of the two

Q14 Is your company able to support employees, who are emergency service volunteers, taking time away from the workplace to attend an emergency?

- 1 Yes
- 2 No

→ If No, please give reason?.....

Q15 We would very much appreciate it if you could photocopy and distribute to your staff the enclosed survey of employees (regardless of whether your company has a corporate volunteering program). This will gain insight into your employees' attitudes towards corporate volunteering. The questionnaire will take employees around 5 minutes to complete. Collated summary data from your staff will be provided back to your company. **Please indicate if you will circulate the employee survey to staff**

- 1 Yes
- 2 No

→ If Yes, to how many?.....

Thank you for taking the time to complete this questionnaire, your assistance is appreciated.

Please return the completed questionnaire no later that Thursday 30th September to
Volunteering ACT: **Email:** marvp@volunteeract.com.au
Fax: 02 6251 4161
Post: PO Box 48, Belconnen ACT 2617