Volunteer- Answers

What are the steps needed to begin volunteering?
You can begin volunteering by using the **Explore Events** options under the **Volunteer** tab, and finding an event that interest you. Click on the "sign-up" button to begin your registration and enter the hours planned to volunteer, and also be sure to print and submit the Volunteer Waiver and Release Form to marketing@us.tel.com. You can even submit your volunteer hours after participating in an approved event.

Can my family volunteer for TEL sponsored events?
Yes, there are several events that allow for family and friend participation. Please check the details of each event to be sure your guest(s) can attend. You will be responsible for having your guest(s) complete a Volunteer Waiver and Release Form to submit to marketing@us.tel.com.

Can I volunteer during work hours?
Employees are eligible for the employee volunteer program as written in the TEL US Human Resources group Policies & Procedures, section 4-14.

> III. POLICY
> Employees may volunteer during the work day for four hours each fiscal half. Employees may volunteer on their own or as a department or team. Core business functions must be maintained.
> I. PROCEDURES
> Employees must obtain prior approval of all volunteer time away from work from their immediate supervisor or manager. Volunteer activities must not interfere with business and customer schedules and/or commitments. Employees are encouraged to report a summary of their volunteer time completed to the marketing department for inclusion in Company newsletter.

How do I find out about volunteer opportunities and details?
You can find volunteer opportunities for TEL Community Events by using the "**Get Involved in a TEL Event**" tile on the homepage. This will allow you to search by location for local events. You can always search in the **Volunteer** tab to find other local charities to volunteer for and the details of the event will be listed on event page.

Are there opportunities for me to volunteer for non-profits near my home or work location?
Yes, if you search **Explore Events** in the **Volunteer** tab you can search for local volunteer opportunities by zip-code.

How do I find TEL Sponsored Events, also known as TEL Community Events?
You can find volunteer opportunities for TEL Community Events by using the "**Get Involved in a TEL Event**" tile on the homepage. This will allow you to search by location for local events.

What is the difference between TEL Community Events and events created by charities and internal events?
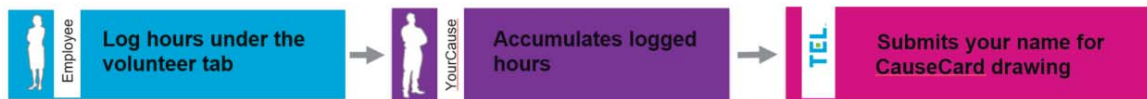TEL Community Events are events that TEL is sponsoring participation for, or are our internal events. These events are specifically created to impact employee engagement and give the TEL employees a chance to contribute to CSR. An event created by charities are not necessarily sponsored by TEL, and are created by those organizations in the portal.

How do I log my volunteer hours?
You can log your volunteer hours before registering for the events, or after the event by using the **Log Hours** menu under the **Volunteer** tab.

Volunteer Workflow

Why should I log my volunteer hours in TEL FOR GOOD?
Employee volunteer programs have been shown to increase employee engagement and retention, and also serve as a great recruiting tool. Plus, they give employees an opportunity to build new skills, bond with co-workers, and feel a greater sense of purpose. Tracking your volunteer hours will help to show the overall community efforts put on by our employee base and help us identify CSR goals and initiatives in the future.

How do I create an event?
You can create an event under the **Volunteer** tab and select **Create Event** from the menu. From there, you can enter all of your event details and submit the form. A MarCom team member will review the event and publish it to the site once approved.

How do my events get approved?
A MarCom team member will review the event and publish it to the site once approved.

Internal Events- Answers

How can I find internal events in TEL FOR GOOD?
On the lower right hand side of the homepage of the TEL FOR GOOD Portal, you can find volunteer opportunities for TEL Community Events under the "Get Involved in a TEL Event". Here you can browse by location to find an internal or TEL sponsored event by clicking on the location of your choice.

Why are internal events included in TEL FOR GOOD?
Internal events are included in TEL FOR GOOD to raise awareness and engagement in internal employee activities and track employee involvement across the region. Having an employee base that is engaged in internal events helps build our corporate culture and impacts retention.