Pledge 1% time action planning

Transform your pledge into real-world action

Bring your pledge to life. Spend time developing your volunteering approach (Time Pledge).

This will help your team understand where and how they can give their time.

Finally, don't forget:

Our first time pledge goal

_____ will:
(add team)

(Check one)

☐ Share our Time Pledge Volunteering Time Entitlement

☐ Run a kick-off event

☐ Find volunteering opportunities

☐ Other _____

by _____
(add date)

USE THIS GUIDE TO

• Develop your thinking around volunteering and outline policy and guidelines.

• Make decisions around what direction to take your Time Pledge and build out volunteering opportunities.

pledge1percent.org

atlassian.com/foundation

PLEDGE 1% + ▲ **ATLASSIAN**

STEP 1

Gather the people that need to be involved in making the decisions for the Time Action plan. We suggest Founder(s), Pledge 1% champion(s) and HR leader(s).

STEP 2

Time action plan

Whether it's guidelines or a policy, having direction around your Time Pledge will help your team understand what they can and cannot use their volunteer time for. It will also help you answer questions that will inevitably come up.

Work through the Action Plan to determine the focus and framework for your company's volunteering.

Pledge 1% action plan

(See opposite page)

STEP 3

Agree next steps

Know how you're going to communicate your Time Pledge and the decisions made to the rest of your team–is there a Volunteering Time Entitlement guideline you want to share or a kickoff volunteering event?

Decide the 'who' and 'when' for these key things:

• Document the decisions made here in a set of guidelines/policies

• Communicate the guidelines/policies

• Identify any existing volunteering activity and consider how well it aligns with guidelines/policies

• Seek out volunteering opportunities that align with the guidelines/policies

Pledge 1% action plan

Do you want to have a paid Volunteering Time entitlement?

☐ Yes　　　　☐ No　　　　☐ Not yet

> **Pro-tip**
>
> 1% of time is 2-3 days per year.
>
> At atlassian we give 5 days per year. We are aware of policies that range from 1 day per year to 1 day per month.

If yes, what does it look like?

How many days per year? _____

Does the Volunteering time

☐ Reset Annually　　　☐ Accumulate over time

Can Volunteering Time be taken on: (check one)

☐ Weekdays only　　　☐ Weekends with time in lieu

Will the Volunteering Time be: (check one)

☐ A predetermined date(s)

☐ Self-chosen date(s)

Can Volunteering Time be used as: (check one)

☐ A whole block　　　☐ Whole days

☐ Part days　　　　　☐ Any combination?

Who is eligible? (Check all that apply)

☐ Permanent full time employees

☐ Permanent part time employees

☐ Contractors

☐ Casual employees

What organisations will we give Time support to?

Is the Volunteering Time: (check one)

☐ Domestic only　　　☐ International　　　☐ Both

What Cause area(s) will you focus on:

☐ All cause areas can be supported with Volunteering Time

☐ Only your company's focus area (as determined in your Vision Play)

> **Pro-tip**
>
> Atlassian allows volunteering in support of many types of organizations. Make sure there's a clear community benefit nature to the activity.

Do we need to have an approval or process for this?

☐ Yes　　　　☐ No　　　　☐ Not yet

If yes, what does it look like? _____

Things to consider:

• Do you want to record volunteering time take (e.g. HR/Payroll systems)

• Do you want to have a formal approval process (e.g. Immediate manager sign-off)

> **Pro-tip**
>
> Is there anything else that you want to make sure is recorded or measured to help see your impact?

Additional considerations

What's your Duty of Care? Are there any Insurance implications?

Does your insurance include volunteer activities by your employees (locally / internationally?)