



## **Volunteering Policy**

Environmental Works is committed to demonstrating the nature and extent of our community volunteer involvement. Community volunteering is an investment in a community and its peoples. Volunteering provides valuable community services and strengthens a community in many ways such as supporting families, improving schools, supporting youth, and beautifying the community. Community volunteering is an important measure of the civic health of a community, a state and nation.

Environmental Works provides up to 16 hours of time off work annually for each employee to participate in volunteer activities as a service to recognized charitable, non-profit, community, local, state or federal government, and religious organizations. Employees can use available PTO for those hours, or take the time as unpaid. This time off should be coordinated with your Project Manager.

402 15th Avenue East  
Seattle WA 98112-4599  
206 329 8300  
206 329 5494 fax  
[www.eworks.org](http://www.eworks.org)