

COMMUNITY AND CHARITY ROLES

The Bank seeks to engage actively with our communities and has a full and wide-ranging communities programme. Many of us are involved in fund-raising for the Bank's charities or participate in the many volunteering opportunities that the Bank offers. We encourage employees to take on roles with charities and community organisations in a personal capacity, including becoming trustees of charitable interests. By doing so we develop ourselves as individuals and help organisations that we care about and that make a difference to our communities.

For the most part such activities are uncontentious though they may occasionally be controversial – as public cases involving school governors and charity trustees have shown. You should notify your line management and the Secretary's Department when you seek to take on a community or charity role with legal duties or formal responsibilities such as a charity trustee or a school governor. Together we will need to consider, mitigate, and resolve any real or perceived conflicts of interest or reputational concerns. If these exist, we will discuss how they may be handled with you. In rare circumstances you may be asked to stand down from the role.

You must disclose such appointments before taking them on by completing a Community and Charity roles request for approval in the Our Code Compliance system.

If the nature of the charity / organisation and its activities change, you should notify Secretary's Department and your line manager/HoD.

Compensation is not normally associated with these roles. If offered it cannot be retained and must be refused or donated to the Bank's charities or to other charitable causes after discussion and approval from the Secretary of the Bank.

You should warn the Press Office and your management in advance of any possibility of press comment or political contention arising from community activities, as your association with the Bank may lead to heightened interest and possible impact on the Bank's own reputation, even though your involvement will be in a purely personal capacity.

Membership of a charity's investment committee

Membership of a charity's investment committee, where you might be involved in making or advising on financial transactions or investment decisions, falls under the Personal Financial Transactions policy, and its pre-approval rules will apply. For more information please see section 5 of the Personal Financial Transactions policy.

You do not need to disclose other forms of community and charity volunteering, such as coaching a football team, being a guide leader, helping with a charity event or working in a charity shop, but you will need to discuss this with your line management if it could have an impact on your work at the Bank, e.g. due to time commitments.

Data retention and monitoring

Data will be treated as strictly confidential. Secretary's Department and Compliance Division will have access to the data and may share it with HR and relevant senior management under certain circumstances, for example where there is a business need or compliance requirement.