



Gerda Volunteering Guide

*Everything you need to
know to volunteer for
causes you believe in.*





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Introduction

Acting with social responsibility based on the understanding of the company's role in society and the communities in which it operates is a premise Gerdau heavily invests in.

In this sense, the company's goal is to turn intentions into concrete actions that lead to the social transformation of its corporate environment and, especially, society.

Corporate volunteering is a practice capable of merging these values and intentions, as it articulates the ethical sense of solidarity and citizenship of its employees with the possibility of positively impacting the communities in which the company operates. Volunteering is conceived as a right to social participation by all Gerdau employees.

This support material is intended to detail the general guidelines of the Gerdau Volunteering Program described in its Social Responsibility Policy. It is about offering a guide that encourages and directs employees towards volunteer work based on a set of good practices so as to strengthen and consolidate the volunteering culture at Gerdau.



Gerda Volunteering Program | Definitions and General Concepts

*WHAT IS VOLUNTEERING
FOR GERDAU?*

Gerda Volunteering Program: what do we believe in?

Gerda believes that the company's success must be closely associated with the development of the communities in which it is located. With this in mind, we have implemented throughout our history many entrepreneurial initiatives with social organizations in order to generate positive changes in surrounding communities, to the benefit of society.

The activities carried out by employees within the scope of the social projects developed by the company, transferring knowledge and seeking smart solutions for problems affecting communities, is one of the many ways in which Gerda contributes to towards greater equality of opportunity, seeking to materialize its purpose of empowering the people who are building the future.

The Gerda Volunteering Program is based on the conviction that all of us are equally responsible for everyone's lives and that each individual has an important role to play in achieving the common good.

Thus, Gerda encourages employees who are interested in social actions to work in this area in a structured way, offering them the conditions and the means to do so. Collaborators may exercise their civic duties and be even closer to the communities in which the company operates.

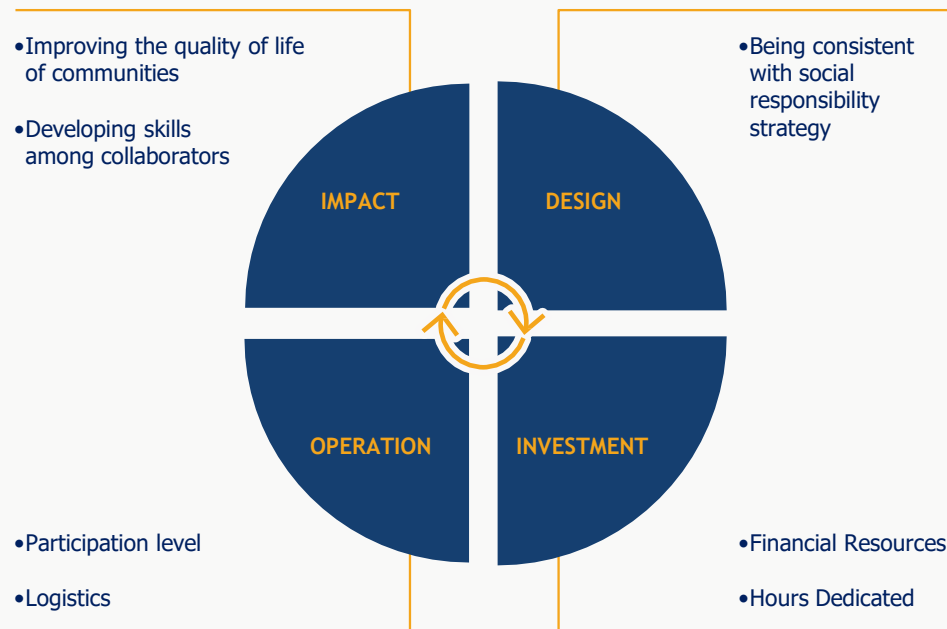
Moreover, there is also a series of indirect contributions to the company, which include improving corporate atmosphere and strengthening a sense of pride and belonging, in addition to the personal and professional development of all collaborators involved.

What is corporate volunteering?

Corporate volunteering is a set of actions carried out by a company in order to encourage, stimulate and support the participation of its collaborators in volunteering activities for the benefit of a specific cause, institution or group of specific beneficiaries.

Corporate volunteering is different from other social action initiatives precisely because of the organization and planning with which each step must be devised. The image below illustrated some important steps to be taken into account when implementing a volunteering program, as well as the goals and sensitive issues of each step.

ELEMENTS OF A VOLUNTEERING PROGRAM



What does it mean to be a volunteer at Gerdau?

A volunteer at Gerdau is a collaborator that donates their time, knowledge and skills within the scope of social actions that aim to benefit the communities in which the company operates.

Volunteer work is characterized as an offer of time and talent in favor of social causes.

It is different from other kinds of social support because of the active role of volunteers: being a volunteer means to be dedicated to a given cause or social action without financial compensation, being moved by a sense of solidarity, civic duty and the wish to guarantee social rights to beneficiaries.

Throughout the years, corporate volunteering has undergone several changes, maturing and developing its practices of an assistance nature, which had been based on charity and dispersed with regard to long-term objectives. Corporate volunteering has increasingly distanced itself from these premises, with its practices now being based on programmed activities, with clear goals to be reached and guaranteed resources for operation.

Principles of the Gerdau Volunteering Program

The mission of the Gerdau Volunteering Program is to train, give recognition and raise the awareness of the company's collaborators so that they have the opportunity to do volunteer work, aiming to contribute to the development of the communities in which Gerdau operates.

The success of the program is largely ensured by the clear definition of the principles

governing it, as well as by the commitment of every collaborator to comply with them.

These principles are:

- People as the foundation of the sustainable development of communities;
- Transfer of knowledge as the basis for contributing to volunteer work;
- Solidarity as an attitude;
- Volunteer work as an exercise in citizenship;

What does it mean to be a volunteer at Gerdau?

All Gerdau collaborators may participate in the Gerdau Volunteering Program. All collaborators dedicated to an activity of the Program and participating in at least one activity a year as recognized as volunteers.

The Gerdau Volunteering Program is open to all outsourced collaborators working at Gerdau. The participation of these collaborators shall take place after preliminary talks with the supplier companies with which these workers have an employment relationship.

What are the goals of the Gerdau Volunteering Program?

Corporate volunteering has the merit of being able to impact several areas and spheres at the same time. It is a strategy that, if well planned, can generate impacts for society, as well as returns to the company; this is what we call a win-win situation.

The Gerdau Volunteering Program seeks to operate in three spheres: community, company and collaborator.

For each one we can define a set of goals to achieve through volunteer actions.

Community

Corporate volunteering, despite being characterized as an activity in which several parties benefit from its effects (company, collaborators and community), cannot abandon its core commitment to generating social impacts for the communities in which the company operates.

The term "community" is understood herein as the first level of territorial coverage of the social actions promoted by the company, regions that are geographically close to Gerdau units and with various effects generated due to the company's presence.

It is the place where people live, coexist, work and relax, a place with which many collaborators can have strong affective and social ties, which makes the possibilities of volunteer work much more powerful. Creating bonds of solidarity or strengthening bonds that already exist between the company, collaborators and the community where they live is one of the main focuses of the actions carried out in this sense.

The actions carried out within the scope of the Gerdau Volunteering Program are not exclusively limited to surrounding communities; they may also be carried out in more distant locations, such as other cities, due to the great distance between some units and the communities closest to them.

However, it is important to take into account that the term "community" is understood as an area where Gerdau is also a relevant player, establishing relationships and generating transformations; that is why the proximity criterion must be taken into account.

The expected results for the community must be defined according to the strategy of Corporate Social Responsibility CSR.

Each result must have indicators, which are elements capable of pointing out if one or more aspects of reality are being transformed by our actions.

Collaborators

Volunteering, at the same time they benefit groups, individuals and organizations by donating their time and skills, also benefit from the solidarity effort they take part. As people who have already participated in volunteering actions already know, the rewards, the affection given back and the sense of complying with the civic duty of helping others, in addition to the recognition and admiration of family, friends and coworkers, represent the first level of impacts generated by engaging in volunteer work.

These positive results of volunteer work are assets to be cultivated by Gerdau and are encouraged as human values capable of changing organizations.

Volunteering involves the use of several skills, such as team work, leadership, communication, the ability to create and implement projects, dealing with deadlines etc.

The Gerdau Volunteer Program will, at the same time, benefit a given social cause and develop valuable skills for the professional activities of the collaborators participating in such initiatives.

Companies have been increasingly investing in structuring volunteering programs with a clear vision of social impacts. Given the companies' ability to organize programs and allocate resources, this kind of social action has increasingly shown its relevance to the generation of positive social impacts in the most vulnerable communities.

Company

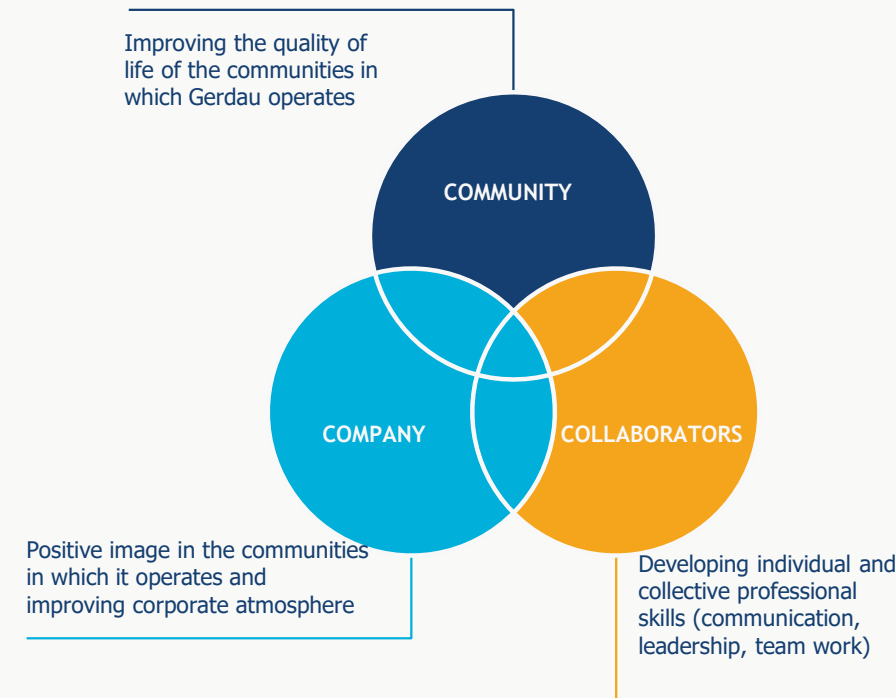
A social investment that is responsible and committed to change brings along a direct benefit to companies: their positioning as an agent with social responsibility towards the communities with which they interact and coexist.

A volunteering program generates possibilities of personal and professional development for volunteers, thus positively contributing

to the quality of a corporate environment, in addition to stimulating a sense of pride and belonging towards the company.

Therefore, the Gerdau Volunteer Program has a horizon of results to be sought in each of the three spheres indicated above.

These results are shown in the image below.





Operating Guidelines of the Gerdau Volunteering Program

**HOW TO PUT THE GERDAU VOLUNTEERING
PROGRAM INTO PRACTICE?**

Volunteering is conceived as a right to social participation by all Gerdau collaborators. The company, through the Gerdau Volunteering Program, creates conditions so that collaborators may engage in social actions, and this involves establishing guidelines and parameter for safe actions.

Within the scope of what is understood by volunteer work at Gerdau, some premises are crucial and must be observed during the planning and execution of volunteering initiatives:

- When aligned with Gerdau's purpose and strategy for social action, volunteering actions generate a greater potential for social impact. We must strive for such alignment whenever possible;
- When carrying out volunteering activities, other important guidelines of the company must be observed, such as the Gerdau Integrated Health and Safety, Environment, Quality Policy and the Gerdau Charter of Principles.
- The governance of the Program values the local autonomy of Social Responsibility Committees existing at the units, with these committees being supported by the Gerdau Institute;
- Each committee is responsible for implementing and managing the Gerdau Volunteering Program on a local level, adjusting it according to each reality and according to its social projects, as well as to the personnel available. This ensures greater autonomy and adaptive capacity to volunteer actions;
- The Program must seek, whenever possible, to establish partnerships with social organizations that are in tune its results and goals in order to maximize the power of volunteering actions;
- Volunteering activities may take place in person (actions in communities) or remotely (such as mentoring initiatives carried out through digital communication channels).

One of the characteristics that make corporate volunteering stand out is precisely its ability to organize elements.

Thus, there must be a series of precautions to be taken, which presupposed an organization based on operating guidelines so that all volunteers may carry out their actions in a safe and planned way.

- Gerdau leaders have a crucial role in encouraging, engaging and recognizing collaborators with regard to volunteer work, and they must support these activities;
- Volunteer work must be carried out while caring for and observing the flow and scenario of the business.
- All volunteering actions must be registered on the Program's website.

It is based on this set of premises that this document shows resources and possibilities for the implementation of the Gerdau Volunteering Program in the several locations where the company operates, in order to generate the convergence necessary enable the achievement of the expected results.

In this sense, the Gerdau Volunteering Program may be developed based on the models presented below.

1. Activities structured in projects

These are volunteering activities previously structure in projects, with their frequency, goals, methodology and target audience being defined by the Gerdau Institute in partnership with the Personnel department and other partner organizations.

The company's social responsibility projects shall seek to provide volunteering opportunities whenever possible.

This kind of volunteering must be guided by the following principles:

- Planning projects based on the strategic focus defined by the company - **entrepreneurship and areas of operation: education, housing and recycling;**
- Taking into account the **CGIs professional skills of its collaborators in their most varied forms,** so that volunteers can use their professional knowledge at the service of social actions directed towards a specific audience or organization.

What are the kinds of action of the Gerdau Volunteering Program?

Volunteer activities must be defined taking into account the different profiles of Gerdau collaborators and the various contexts in which the Gerdau units are inserted.

Such attention can maximize the engagement of different collaborators and stimulate the diversification of activities.

Different people have different motivations, skills and ways to collaborate with volunteer activities, and an active volunteering program must take into account this variety, preserving and seeking alignment with its strategic pillars in order to maximize social impact.

Gerdau's social action strategy consists of empowering the people that are building the future through entrepreneurship initiatives. This action is focused on stimulating, training and optimize entrepreneurship in order to generate social changes in terms of education, housing and recycling. The Gerdau Volunteering Program is an important strategy for achieving this purpose.

2. Activities originating from the initiative of volunteers

These are volunteer activities that emerge from the initiative of collaborators themselves and from the specific needs of social organizations.

This kind of volunteering shall pay attention to the following:

- The relevance and feasibility of the proposals made by volunteers shall be assessed by CGI members so that a decision can be made regarding their implementation.
- The activities proposed must preferably converge with the company's purpose and with the social action strategy;
- Volunteering proposals of this kind must prioritize actions that, even of an assistance nature, propose some continuous changes for beneficiaries and communities as well, thus avoiding being a merely assistance-oriented action.

*How can we design good volunteering projects?
These topic suggestions may be helpful:*

- (1)Justification: Why carrying out this activity?*
- (2) Goals: What do we want to change? What are the results and goals to be achieved?*
- (3)Target audience: For whom is this project intended?*
- (4)Action plan: What will be done?
What are the necessary actions?*
- (5) Beneficiary institution Information:
What is the profile of the institution?*
- (6)Expected results: What indicators will be collected for assessment?*
- (7)Resources: How much is required to execute the project?*
- (8)Schedule: How much time is required for each stage?*

by solidarity, does not constitute volunteer work according to the terms advocated and fostered by Gerdau. In a campaign donation, for instance, volunteers may participate in collection and delivery activities on site in order to donate resources to beneficiaries as well as to take this opportunity to think about strategies that may strengthen people's autonomy.

EMERGENCY SITUATIONS

These are volunteer actions taking place due to accidents or natural catastrophes, which mobilize different kinds of action, such as donations, joint efforts, ad hoc actions and other kinds of support.

Volunteers may, for instance, mobilize for campaigns and articulate support and assistance to victims so that their actions go beyond occasional donations. It is important that these actions are always planned and directed in order to ensure the safety of all volunteering collaborators so that they are not exposed to risks.

MISCELLANEOUS ACTIVITIES

Such activities involve volunteering practices that do not require expertise from collaborators and are carried out by means of ad hoc actions aimed at meeting the forms, so purposes of organizations or specific events. These include joint efforts, the organization of event and other specific actions that meet the needs of social organizations and beneficiary groups.

The Social Responsibility Committee shall be responsible for defining the relevance and feasibility of this kind of action, which must be in alignment with the company's purpose whenever possible.

Corporate volunteer actions based on donations obtained from fund-raisers have a limited and restricted reach, having little impact in the generation of long-term social changes that can bring autonomy to beneficiary groups.

These actions must be respected, especially when directed towards groups in extreme social vulnerability, but we must - whenever possible - go beyond occasional donation efforts and propose alternatives aimed at empowering people.

3. Ad hoc activities

DONATIONS

These are donations of material goods from fund-raising campaigns to assistance-oriented organizations, which can take place on certain special dates. These activities must take into account engagement from employees that goes beyond the donation of material goods. These may include the celebration of holidays, such as Children's Day or Christmas, among others.

It is worth stressing that volunteers are those who donate their time and talent, and such donation without engagement and participation, despite being important and driven

General guidelines on the operating model

The Gerdau Volunteer Program is cross-sectional, encompassing all projects in the Social Responsibility department, with specific outlines in its operating model.

One of the main principles of the Gerdau Volunteering Policy, on which this guide is based, is the decentralization and autonomy of the different Business Operations (ONs), with the leading role of the CIGs. However, some general remarks, listed below, must be used as a guide for all actions carried out in all locations.

1. At what time should volunteer activities be carried out?

Volunteering at Gerdau works on a mixed basis in terms of the time when these volunteer actions are carried out: actions may be carried out during or outside working time.

It is suggested that employees put in 4 hours of volunteer work per month, during which volunteers can dedicate themselves to activities related to the company's

volunteering program.

The definition of how many hours shall be dedicated to volunteer work must be made directly with the responsible areas and leaders to which the collaborators report.

In order to avoid conflicts with the company's routine activities, as well as with legal requirements and productivity indicators, this decision must be aligned with the Personnel department and with the leaders of the respective areas.

2. What is the frequency of the volunteer activities?

There is a wide range of possibilities for volunteer actions, and each collaborator may define the projects they wish to participate in along with the local CIG.

The projects that have been approved and are available for the participation of Gerdau collaborators are featured on below the Gerdau Volunteer Program website for consultation and registration.

Even though each project has a structured schedule of actions, these are carried out by a group of volunteers that will define along with the CIG the frequency of participation in these actions.

3. Who is the target audience of the Program?

The focus of the Program is in the social transformation of the communities in which Gerdau is present. The volunteer action projects that make up the Gerdau Volunteering Program encompass distinct audience, and there are no restrictions when it comes to choosing the beneficiary audiences.

4. What are the guidelines for establishing partnerships with organizations for volunteer actions?

Partnerships are essential to the Gerdau Volunteering Program. They are a means for volunteer initiatives to be carried out. The criteria for choosing partner organizations are the following:

- Partner organizations that are close to the company's units should be prioritized;
- Organizations may be suggested by the Gerdau Institute or by Gerdau's employees;

- The partner organization must not have any political affiliation or association of any kind;
- Partnerships must be established with institutions that show a legitimate interest and willingness of management towards the work of volunteers;
- Partnerships must below be guided by the principle of feasibility, thus guaranteeing the existence of minimum conditions for volunteer activities so that there are no risks for employees and for the beneficiary audiences involved;
- The duration of a partnership with each institution is something that must be discussed internally based on the expected results for each existing project. In any case, partnerships should be renewed every year, when it is decided to maintain them;
- Actions carried out within organizations and public organisms may be carried out directly, provided that these do not involve financial compensation;
- For actions involving some kind of transfer of financial funds, it is mandatory that the partner organization be legally organized, having a statute or other legal document that regulates its operations.

5. Is the Program only for Gerdau employees or is it also open to external audiences?

The Gerdau Volunteering Program is open for collaborators' spouses and children, as well as company suppliers, to participate in volunteer actions.

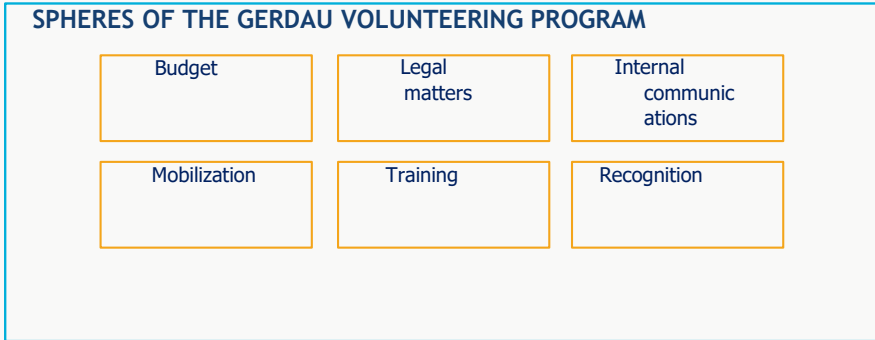
Place availability will be assessed by the local Social Responsibility Committee.



About the Implementation of the Gerdau Volunteering Program

WHAT ARE THE SPHERES OF THE GERDAU VOLUNTEERING PROGRAM?

The operation of the Gerdau Volunteering Program must take into account six spheres, which are all extremely important for its implementation. They are:



The main attributions of the Gerdau Institute with regard to the Program refer to the definition of general guidelines, in addition to monitoring and ensuring that the operations of the Program at the units are consistent with internal policies in terms of budgetary and legal issues, the mobilization of collaborators, internal communications and the recognition of volunteers, as detailed below.

1. Budget

Each Gerdau unit is responsible for defining the budget to be allocated in order to implement the Gerdau Volunteering Program, in general terms, and the projects to be supported, more specifically.

It is worth highlighting the importance of the resources to be allocated for the following expenses:

- Mobilization actions;
- Volunteer training (according to the specific needs of each project);
- Communicating of the actions and results of the Program;
- Logistics behind volunteer actions (materials and transport);
- Actions aimed at recognizing volunteers.

2. Legal matters

When it comes to legal matters, the company has a Participation Agreement for volunteer work carried out in Brazil, which is regulated by law, and all employees participating in volunteer actions must sign this document. The business units are responsible for making sure that this procedure is carried out correctly.

This document is available in the program website and ~~must~~ contain guidelines on the use of the company's image, as well as operating guidelines put in place to minimize any risks for collaborators.

3. Internal mobilization

The goal of such mobilization is to raise the awareness of new volunteers and maintain the engagement of volunteers who are already part of the Program. Some examples of good practices for mobilization:

- Reach an agreement with the Personnel department regarding the promotion of the Gerdau Volunteering Policy in the integration process of the company's new collaborators;
- Register volunteering actions on the Program's website
- Create a volunteering event that marks the beginning of the year's volunteer activities. The event may include actions concentrated in a single day or below spread out over a week, depending on the scenario of each unit.
During the event, the most experienced volunteers or the CIG leader present the Gerdau Volunteering Program;
- Set the Gerdau Volunteering Program day: date to be defined at the units (in a specific month), on which a major action is put together in collaboration with a partner institution so that all collaborators are invited to experience what it is like to do volunteer work.

RAISING LEADERS' AWARENESS

Some actions may be carried out specifically with a focus on area/department leaders

In order to raise their awareness and engage them in volunteering. Some good practices include:

- Area/department leaders' active participation in encouraging the availability and recognition of volunteer collaborators;
- Ensuring that the topic of volunteer work is present in leadership meetings;
- Set at least one visit a year by leaders to partner institutions;
- Include the Gerdau Volunteering program in the agenda of the unit's quarterly meetings.

4. Internal communications

The communication strategies pertaining to the Gerdau Volunteering Program have the following goals: (1) inform, mobilize, engage and inspire volunteering actions, and (2) promote the initiatives of the Program.

4.1. Inform, mobilize, engage and inspire volunteering actions

This can be achieved by sending information about the Gerdau Volunteering Program on a monthly basis, via email, to all company collaborators, providing information on the steps one must take to become a volunteer and promoting ongoing projects.

It is also worth providing information about committee meetings so that new collaborators can get closer to the Program.

In some locations, many volunteers use other methods to disseminate information, such as instant messaging apps, which are for many people the main form of communication, due to their agility.

This option may be seen as a strategy and planned out in an organized way.

4.2. Promote the initiatives of the Gerdau Volunteering Program

It is important to maintain spaces dedicated to the Gerdau Volunteering Program that can be used to promote, internally and at all units, the experiences and stories shared by the volunteers.

Board with pictures, folders and information on the Program, broadcast featuring images and results of the actions on the internal communication circuit via TV, shared spaces (such as cafeteria, chartered bus etc.) and other ways to promote actions must be structured and maintained on a daily basis.

5. Volunteer training

The intention behind training is to give clarity to the proposal, concepts, goals and operation of the Program.

Training should provide guidance to volunteers with regard to actions, in addition to providing tools that qualify their actions in projects.

How this can happen depends on the needs of the volunteers and the actions in which they will be involved, and this must be defined by the local CIGs.

Some good practices include:

- Training sessions based on the exchange of experiences and cooperation between the various units;
- Participation of inspiring people in specific training events;
- Use of step-by-step guides and protocols (manuals or videos) on the central activities of the Program;
- Local technical assistance, hired by the unit, to address topics that are specific to the Program;
- On-line training.

6. Recognition

The recognition given to volunteer collaborators is an essential part of the engagement process. The purpose behind this is to stimulate the continuity of successful actions, in addition to celebrating the results of volunteering actions. Some examples of good recognition practices include:

- Certificate of participation in actions given to collaborators, especially the ones that stood out the most;
- Awards and prizes such as trophies, books, gifts etc.;
- Highlight given in the internal communication channel to collaborators or group of collaborators that stood out in the Program. This recognition generates a sense of pride and honor among volunteers.
- Announcements at get-together events, such as breakfast for collaborators. Recognition given at events that bring together many people can be something especially stimulating (and exciting);
- Volunteer Day: an annual event dedicated to recognizing volunteers, which mobilizes collaborators for a celebration. This strategy may be planned on a local level so that it becomes feasible. It is suggested that such recognition take place on [December 5 \(International Volunteer Day\)](#).

Role of the Gerdau Institute Committees (CIGs) in the operation of the Program

Each CIG is responsible for implementing and managing the Gerdau Volunteering Program of its units, adjusting it according to each reality,

and its social projects, as well as to the personnel available.

The CIGs define their annual action plan, made up of social actions and projects defined for that period of time. The follow-up of this plan takes place formally in the periodic meetings held by these committees. The role of the CIGs comprises the following duties:

- Defining a leader for the committee;
- Developing and representing global and national programs in the communities, defined by the Gerdau Institute and the unit CIG;
- Choosing the projects to be developed throughout the year;
- Mobilizing collaborators to participate in the Program;
- Defining leaders (sponsors) for each project contemplating volunteer work;
- Establishing contact with various organizations, aiming to build the necessary partnerships for volunteering actions;
- Arranging the transport and material resources deemed necessary to make volunteering actions feasible;
- Identifying the volunteers participating in more than one volunteering effort per year. These may be Program leaders, mobilizers and multipliers of actions;
- Raising awareness and training the group of volunteers before volunteering actions in order to show how they should behave, what they can do or say to the beneficiaries.

Depending on the project in question, it is suggested that a consensus is reached with the Gerdau Institute and the Personnel department, aiming to meeting the training needs for the group of volunteers involved;

- Defining recognition initiatives for active volunteers;
- Record the actions of the Program in photos, videos and testimonials, in addition to exposing its results both for dissemination as well as for monitoring and assessment purposes;
- Internally communicating the volunteering actions promoted by the unit;
- Manage performance indicators regarding projects and processes;
- Updating the information on the management systems available.

Frequency of CIG meetings

Each context and company unit has its specific characteristics, such as differences in size between plants, number of collaborators, activities carried out and individual issues pertaining to each collaborator.

Regardless of the local context, it is crucial to establish a schedule of meetings between CIG members.

It is important that this group establish a schedule of meetings, with a fixed frequency, as provided for in an annual calendar, in order to ensure proper analysis and decision-making processes regarding volunteering actions.

It is also important to guarantee the following face-to-face interactions:

- **Annual Planning Meeting** to assess and define the projects supported, to be preferably held at the end of the following year or at the beginning of the year in which the projects are executed;
- **Monthly (or bi-monthly) meetings** for monitoring and miscellaneous deliberations;
- **Annual Actions Assessment Meeting**, to be preferably held at the end of a one-year cycle.

CIG meetings may have many different characteristics, functions and frequencies, depending on the issues arising in each context where a given CIG operates.

This set of responsibilities, as listed above, does not limit the performance of the CIGs in other activities related to volunteering actions that are not provided for herein, provided that all legal limits and competences of these committees are guaranteed. It is understood that the complex reality of different contexts may lead to other needs for the CIGs, which should seek to articulate any relevant matters whenever necessary with the Personnel department and the Gerdau Institute itself.

Role of CIG leaders in the operation of the Gerdau Volunteering Program

It is important that each CIG appoint a leader/facilitator. It is suggested that this selection, or appointment, be made taking into account the following personal characteristics:

- Leadership skills;
- Ease of expressing oneself/communicating with others;
- Identifying with social causes;
- Being familiar with the company's operations;
- Ability to act and articulate with various areas;

Leaders are responsible for guaranteeing social investment in volunteering actions and define their operationalization along with the committees.

Each leader has the autonomy to, along with the respective committee, define roles and responsibilities for each committee member.

Leaders are responsible for:

- Making sure that all periodic CIG meetings are held;
- Participating in these periodic CIG meetings;
- Ensuring the planning of volunteer actions: schedules, resources and operations;
- Consolidating the indicators of the Program for assessment and monitoring purposes;
- Updating the Gerdau Volunteering Program website by inserting volunteer work opportunities available on the CIG and monitoring how such tool is used by the volunteers;
- Participating in training sessions promoted by the Gerdau Institute and offered by the units;
- Updating the information on the management systems available.

Role of leaders in projects defined by the CIG

It is suggested that each project have a CIG member in charge.

This volunteer project coordination is a leader, both in terms of mobilizing volunteers for a project as well as in terms of carrying out the volunteering action on the established date. The coordinator must be the individual that organizes the activities, guides and trains their volunteering colleagues, is in charge of overseeing the necessary resources, and takes care of the communication with the partner organization and with the groups or individuals supported.

Moreover, they are responsible for organizing information for project assessment and monitoring purposes (number of volunteers participating in the project, consolidated budget, beneficiaries).

The leaders of each project can count on the support of the CIGs when spearheading volunteering actions, but they will be the main reference in the execution stage.



How can activities be monitored and assessed?

A good volunteering program cannot do without monitoring initiatives to assess and analyze the achievement of its results, which makes assessment and monitoring efforts crucial parts of corporate volunteering.

Below is a list of indicators that have been used by companies in order to clarify the extent to which volunteering actions are achieving the expected results.

- Indicator pertaining to volunteers: number of volunteers, hours dedicated to volunteer work, participation and satisfaction level of volunteers;
- Indicator pertaining to the impact of volunteering actions on the target audience: satisfaction survey with the partner organization, including testimonials for beneficiaries, number of direct and indirect beneficiaries, scope of the desired results in the communities;
- Indicators pertaining to the company: questions related to participation in the respective climate surveys, indicators pertaining to the professionals who participate in volunteering actions in terms of engagement, collaboration and team work.

To find out more

This Guide features a series of recommendations for the implementation of the Gerdau Volunteering Program, based on the Social Responsibility Corporate Guideline. Please access the Corporate Guideline file in full at:
<http://globalintranet.gerdau.com>

V2V is Gerdau's partner in organizing the management of the Gerdau Volunteering Program.

A reference in the segment, V2V has a lot of useful information on its website that may serve as inspiration for Gerdau volunteering actions.

Visit: <https://www.v2v.net/>

POCKET GUIDE TO THE GERDAU VOLUNTEERING PROGRAM

If you are a social responsibility leader, be sure to disseminate the Pocket Guide to the Gerdau Volunteering Program during the onboarding of new employees or during mobilization actions .



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