



VOLUNTEERING POLICY

Purpose/Rationale/ Objectives

This policy is intended to provide 2XX with clear guidelines for its approach to the rights and responsibilities of its volunteers. 2XX is built on a volunteering ethos and recognises that volunteers are the lifeblood of the organisation.

The objectives of this policy statement are to ensure that 2XX is aware and respectful of the rights of its volunteers and to provide volunteers with information about their rights and responsibilities at 2XX,

Policy Statement

It has been agreed by 2XX that **Volunteers have the right to:**

1. Information about 2XX and its policies and procedures.
2. A say about issues affecting the station through regular volunteer meetings
3. Clear expectations (eg position statements/job descriptions) for volunteer roles
4. Know lines of accountability
5. Know who to turn to if problems arise
6. Be supported and be seen as being part of the 2XX team
7. Proper training both initial and ongoing
8. Have their work valued by 2XX
9. Receive constructive feedback
10. Be trusted with confidential information.
11. Be safe on the job.
12. Be covered by appropriate insurance/s.
13. Have choices, be to negotiate, say “No” and not feel guilty.
14. Not feel they are exploited.
15. Be taken seriously.
16. Be informed of the organisation’s policy on expenditure and purchasing
17. Be reimbursed for out of pocket expenses necessarily incurred while on the job.
18. Be consulted on matters that affect their work, and be able to take part in decision making processes.

It has been agreed by 2XX that **Volunteers have the responsibility to:**

1. Support the philosophy and aims of 2XX.
2. Adhere to 2XX's policies and procedures.
3. Respect and uphold the rights of other volunteers and all associated with 2XX.
4. Respect confidentiality.
5. Have a non-judgemental approach.
6. Be reliable and punctual, and personally arrange replacement by another volunteer if unavailable for some reason
7. Fulfil expectations (eg carry out the job description)
8. Give and accept constructive feedback.
9. Be accountable to the management group and accept evaluation
10. Recognise personal limitations
11. Attend training and information sessions as part of their skills development.
12. Acknowledge and accept decisions made by the management group.
13. Address areas of conflict with the appropriate person, and follow the organisation's grievance procedures
14. Ask for support when it is needed.

Authorisation

Approved by 2XX Board, 28 September 2017

Responsible person: 2XX Board Secretary