



## *SUSSEX NEIGHBOURHOOD HOUSE Inc.*

### **VOLUNTARY WORKERS POLICY & PROCEDURES**

#### **POLICY:**

Sussex Neighbourhood House values the contribution of voluntary workers. Voluntary workers can enhance and extend the quality and content of services offered by Sussex Neighbourhood House.

Voluntary workers shall enjoy the same rights as paid workers in regards to Equal Opportunity, Sexual Harassment and Grievance Procedures. A climate of mutual respect should be promoted between paid and unpaid staff.

All volunteers will be treated fairly and have the right to refuse any work for any reason. Voluntary workers should not be given unpopular jobs or be used as 'another pair of hands.' They should be encouraged to participate in work that they can feel that they own and be made to feel a respected and valued member of staff.

#### **PROCEDURES:**

All voluntary workers shall complete a voluntary workers application form listing skills, areas of interest and availability and will sign the Code of Ethics document and the Privacy Agreement for Staff, Volunteers and Committee of Management Members.

The involvement of volunteers will be subject to mutual agreement of management and paid workers.

All voluntary workers will be interviewed by the House Manager or the Volunteers Coordinator who will assess in which areas a volunteer's skills may best be utilised and to ensure that the volunteer understands the rights and responsibilities of volunteer workers and the Aims of the House.

Job descriptions will be negotiated and issued to all voluntary workers.

All voluntary workers will undergo an orientation session prior to commencing work.

All voluntary workers will be given a volunteer handbook prior to commencing work.

Voluntary workers will be offered training wherever possible, similar to paid staff, to enhance their capacity to do their job.

Volunteers shall sign the Voluntary Workers Hours book, recording the date, start and finish time each time they work at the House.

Voluntary workers should notify the House Manager or Volunteers Coordinator as soon as possible if unable to attend scheduled voluntary work.

Records will be kept of the extent of the contribution of volunteers to Sussex Neighbourhood House. A register will be kept of all voluntary workers at the House.

All volunteers will be encouraged to participate in team meetings, work plans and decision making appropriate to their job.

Out of pocket expenses which have been approved by the House Manager may be reimbursed.

Voluntary Workers are covered by the Public Liability Insurance cover taken out by Health and Community Services.

Volunteers will not be used to replace paid workers where there is the capacity to pay a worker.