



Volunteer Policy

FINAL V_{3.1}

Dated:	July 2022
Next Review Date:	July 2024

VOLUNTEER POLICY

1.0 Introduction

The Alcohol Education Trust & the Pavilion in the Park (PiPs) Ltd (collectively known as the 'organisation') recognises that volunteers can make a valuable contribution to the work of the organisation and it strives to be a 'volunteer friendly' organisation. This document sets out the principles, practices and procedures for the engagement of volunteers.

2.0 Definition

Volunteers are individuals who offer their experience, knowledge and skills to the organisation, free of charge, with the aim of helping the organisation to raise funds or achieve its' service objectives.

3.0 Principles

When engaging volunteers the organisation will apply the following principles:

- Volunteers will not take the place of an existing employees post, nor any tasks or projects which (within the past 6 months) were done by paid employees whose posts have since been removed
- The trust recognises that volunteers have the choice to undertake an activity or not
- The trust expects volunteers to be committed to its work and its ethos
- The trust recognises volunteers as a valuable contributor to its work and of the individual skills of each volunteer

4.0 Engagement of Volunteers

The Alcohol Education Trust primarily engages volunteers to support with community events and fundraising events, but they may also be engaged for other activities from time to time.

The Pavilion in the Park (PiPs) Ltd engages volunteers from time to time to help in the café during busy periods.

The Community Engagement Manager will assess the suitability of all volunteers and will provide them with a 'Volunteer Code of Conduct' as shown in Appendix A.

5.0 Equal Opportunities

All individuals irrespective of race, gender, disability, sexuality, age or marital status will be welcomed as volunteers. If a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy then he/she will be deemed unsuitable for a volunteer position.

6.0 Termination of Volunteers Role

Where appropriate, the volunteer may be asked to leave by the Chief Executive. In all cases the volunteer will be entitled to an explanation of the decision.

7.0 Discipline & Grievance

Volunteers will not be subject to the organisations' disciplinary procedures. Correspondingly, volunteers will not have access to the organisations' grievance procedures. However, volunteers will be entitled to use the organisations' Complaints procedure. Where appropriate, the complaint will be investigated fully by the Chief Executive.

8.0 Payment & Expenses

All volunteer roles are unpaid and any expenses must be agreed in advance with the Chief Executive.

9.0 Insurance

Volunteers will be covered by the organisations' insurance for employers, public liability and professional indemnity where appropriate. If volunteers use their own vehicle whilst volunteering for the trust they must ensure they have the appropriate insurance cover, driving licence and MOT certificates.

10.0 Monitoring & Review

It is the responsibility of the Chief Executive to annually review the operation of this policy to ensure that it is in accordance with the Equal Opportunity Policy.



Chief Executive

Date July 2022

APPENDIX A

The Alcohol Education Trust & Pavilion in the Park (PiPs) Ltd Volunteer Code of Conduct

Purpose of this code of conduct

- To contribute towards a constructive and pleasant atmosphere in which to volunteer.
- To ensure that all volunteers know what behaviour they have a right to expect from other volunteers and staff.
- To ensure that all volunteers and Trustees know what behaviour is expected of them whilst volunteering for the organisation

Respect for Others

Volunteers will:-

- treat other people fairly and equally
- not discriminate unlawfully against any person
- allow others to express themselves and understand that all views are important even if they are not the same as their own - as long as no offence is caused even if unintentionally
- speak to the Chief Executive of the organisation in the first instance if they have any issues with the work or the other volunteers.

Equal Opportunities

A volunteer must:-

- Understand, respect and work at all times without prejudice to race, age, ethnic origins, disability, gender, physical and mental health, religion, sexuality or cultural background.
- Understand that all forms of discrimination, including bullying and harassment are unacceptable.
- Perform his/her duties with honesty, integrity, impartiality, objectivity and a positive attitude

Volunteers should:-

- Work together and help each other wherever possible
- Listen to and adhere to decisions agreed
- Ask if in doubt

All volunteers are required to sign a copy of this document to show that they have accepted the code

Signed by volunteer

For the Alcohol Education Trust & Pavilion in the
Park (PiPs) Ltd

Date