



## Rights & Responsibilities of Volunteers

When a person chooses to volunteer for your organisation, you have a responsibility to ensure they are safe and happy in their role. Unlike paid staff, volunteers are not covered by workplace agreements. However they do have rights, some of which are set out in legislation and some of which are considered the moral obligations of any organisation involving volunteers.

### RIGHTS OF VOLUNTEERS

- To be treated as a co-worker - respected by paid staff and encouraged to take part in agency decision-making
- To have clearly defined tasks suited to your preference and ability
- To be offered training, support and supervision
- To be given clear communication and consultation channels
- To be given information about the organisation and the way it operates, and to be kept informed of relevant new developments
- To be provided with a safe working environment free from any discrimination based on age, sex, religion, or disability, as set out in the Human Rights Act 1993
- To be made aware of safety, emergency and complaints procedures

### RESPONSIBILITIES OF VOLUNTEERS

- To choose voluntary work which you can support wholeheartedly
- To work within the policies and guidelines of the organisation
- To be loyal to the organisation, respect its place in the community and help to maintain its credibility and integrity
- To be realistic about capability and availability, and avoid over commitment
- To be punctual, regular in attendance, and advise of periods of unavailability
- To treat co-workers as you would wish to be treated yourself
- To observe confidentiality and privacy at all times
- To report accidents etc. immediately
- To speak up when concerned or unsure