



# Volunteer Policy

FINAL V2.0

Dated:	May 2019
Next Review Date:	May 2021

# VOLUNTEER POLICY

## 1.0 Introduction

The Alcohol Education Trust recognises that volunteers can make a valuable contribution to the work of the trust 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 Alcohol Education Trust, free of charge, with the aim of helping the trust to raise funds or achieve its' service objectives.

## 3.0 Principles

When engaging volunteers the Alcohol Education Trust 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 two years) 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 does not use volunteers on a regular basis - primarily we engage volunteers to support with our fundraising events, but they may also be engaged for other activities from time to time. The Chief Executive 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 Alcohol Education trust disciplinary procedures. Correspondingly, volunteers will not have access to the Alcohol Education Trust grievance procedures. However, volunteers will be entitled to use the Alcohol Education Trusts Complaints procedure. Where appropriate, the complaint will be investigated fully by the Chief Executive.

## 8.0 Expenses

All volunteer expenses must be agreed in advance with the Chief Executive.

## 9.0 Insurance

Volunteers will be covered by the Alcohol Education Trusts 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 May 2019

## APPENDIX A

# The Alcohol Education Trust 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 Alcohol Education Trust

## 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 Alcohol Education Trust Chief Executive 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

Date

-----  
For the Alcohol Education Trust