



Volunteering Guidelines

Your Rights and Responsibilities at Braidwood FM

We know that by volunteering you are generously donating your time, skills and efforts. However, a volunteer environment is still a workplace, and as such, you have certain responsibilities that must be upheld. And of course, you have rights as well!

The following list is the basis of your rights as a volunteer.

You have the right to:

- Be treated as a co-worker
- A suitable assignment
- Know as much about the organisation as possible
- Appropriate orientation and training for the job
- Continuing education on the job
- Sound guidance and direction
- A safe place to work
- Promotion and a variety of experience
- Be heard
- Clear and open communication from management and board
- Have confidential information respected by management and board
- Mediation or arbitration if a dispute occurs
- Be adequately insured
- Receive loyalty and support from management and board

So now that we have covered your rights, here are your responsibilities as a volunteer:

All volunteers are expected to:

- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the organisation's policies and procedures
- Deal with complaints in the appropriate manner
- Undertake training as requested
- Ask for support when needed
- Support other team members