



Volunteer Code of Practice

PPG 6.2: Volunteer Code of Practice

Objective

To define the policy of volunteer code of practice.

Policy

- All volunteers shall be required to sign a Volunteer Application Form. The form includes requirements under Mahboba's Promise Child Protection and Confidentiality policies.
- All volunteers shall be recruited and subject to the same screening and approval process as paid staff doing the same type of work.
- Recruitment of volunteers shall also take into account Mahboba's Promise commitment to cultural diversity under its Access and Equity Policy.
- All volunteers shall be treated with respect and with gratitude for their contribution.
- Volunteers shall be employed at the discretion of the management of Mahboba's Promise.
- Volunteers shall carry out duties assigned by the management of Mahboba's Promise.
- All volunteers shall be as far as possible protected from harm, and shall be relieved of liability for acts performed in the discharge of their volunteer functions.
- All volunteers shall receive appropriate supervision in the exercise of their functions.
- All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions, as set out in Mahboba's Promise Reimbursement of Expenses Policy.
- All volunteers shall be entitled to appeal to the procedures set out in the Mahboba's Promise Dispute and Grievance Resolution Policy.
- All volunteers shall be aware that Mahboba's Promise will not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of its activities. It shall take prompt and firm corrective action where wrongdoing is found. Volunteers have a responsibility to act with propriety and to report any wrongdoing they may observe.
- Volunteers will be entitled to receive support and recognition for their effort in a form that is meaningful to them.
- Volunteers will be expected to know the purpose and 'ground rules' of the organisation and to read the Policies & Procedures, Guidelines, and Reference Texts relevant to their volunteer job.

- Volunteers will have the right to make suggestions and be heard.
- Volunteers have the right to be adequately insured.

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