

Volunteering Policy

Revision History

| Name | Date | Reason For Changes | Version |
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Review Cycle

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| Volunteering Policy | Written By: | | | |
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EWRT VOLUNTEER POLICY STATEMENT

EWRT seeks to involve suitable volunteers who share our values and interest in the conservation, protection and rehabilitation and of the rivers, streams, watercourses, lakes in Co. Wicklow. We will take all reasonable steps to welcome and support them; value their contribution and provide opportunities to be part of achieving EWRT's purpose.

THE IMPORTANCE OF VOLUNTEERISM IN EWRT. Volunteers play an important role, primarily through their involvement in the EWRT Board of Directors, Sub Boards and other committees. These boards and the various committees have specific duties as laid out in the EWRT Constitution and Terms of Reference as approved by the Board. The input of volunteers is critical to the success of the organisation. When volunteers are participating in committees their work is defined by the particular terms of reference. However, where volunteers are involved in operational matters, they do so under the direction of the officer charged by the Board to run the event.

DEFINITION OF A VOLUNTEER IN EWRT A volunteer is someone who gives their time to EWRT on a voluntary basis. Once a person receives any remuneration from EWRT they cease to be classed as a volunteer and become a contractor or employee as appropriate. Volunteers can receive expenses for their functions carried out on behalf of EWRT subject to prior approval by the Board.

VOLUNTEER NOMINATIONS.

Role Description: To help volunteers understand the role they are taking on EWRT may provide a role description/terms of reference which sets out what the volunteer is expected to do. Given the need to match the right volunteer with the right role, EWRT regrets that it may not be able to accept every nomination.

TRAINING AND DEVELOPMENT EWRT seeks to ensure all volunteers in the organisation feel equipped for their role and have opportunities to develop their skills; with benefits for EWRT and the volunteer's personal development. Training is an important part of this.

Induction EWRT aims to give volunteers induction and training appropriate to the specific tasks to be undertaken through their role.

SUPPORT AND RECOGNITION

Contact person: The Chair of the Board or the Officer charged by the Board to lead an event will guide and advise the volunteer in their role. Support will be tailored to the role.

Recognition: All volunteers shall be treated in a professional and respectful way.

CONDITIONS OF SERVICE

Safeguarding Policies: All adult volunteers must comply with safeguarding policies when volunteering with children or vulnerable adults.

Confidentiality: The organisation advises volunteers of the need for confidentiality where they have access to sensitive information which is not public knowledge; particularly so in child protection, governance matters, donations etc.

Representing EWRT: Volunteers must act in the best interest of EWRT at all times. Volunteers should not purport to represent or speak for EWRT on any matter unless specifically designated to do so by the Chairperson at private or public meetings, or in the media. All volunteers have a responsibility to uphold the good name and reputation of EWRT and may not make statements which would significantly affect or obligate the organisation. When speaking publically and privately volunteers should promote the views of the organisation and not their own personal opinions.

SETTLING DIFFICULTIES EWRT aims to treat all volunteers fairly, objectively and consistently. They will seek to ensure those volunteers' views are heard, noted, acted upon promptly, and aim for a positive and amicable solution.

CORRECTIVE ACTION AND REMOVAL: Volunteers who do not perform their volunteer role satisfactorily will be supported to do so correctly. If the problem has not been resolved after a number of attempts to support the volunteer, their role with EWRT may be ended. Grounds for terminating a volunteer's involvement include, but are not limited to, the following:

- Abuse or mistreatment of others including young people, volunteers, staff or parents.
- Ignoring policies and procedures
- Being under the influence of alcohol or drugs while in your role
- Theft or misuse of the organisation's resources