

## VOLUNTEER CODE OF PRACTICE

### PURPOSE

- Ashburton Community Centre supports the rights of volunteers and values the contribution volunteers give to our organisation. This Code of practice is intended to ensure volunteer management is in line with legal requirements and Volunteering Australia's national standards. Volunteer involvement is a considered and planned part of the Centre's strategic development and designed to contribute directly to its mission, vision and objectives.

### CODE OF PRACTICE

In order to enhance the volunteers' experience, and comply with legislation and duty of care, Ashburton Community Centre agrees to:

- Interview and employ volunteers in accordance with anti-discrimination and equal opportunity legislation;
- Offer work opportunities appropriate to skills, interests and capabilities;
- Provide induction and training;
- Provide a safe and healthy workplace;
- Ensure an appropriate and adequate level of insurance cover for volunteers;
- Not place volunteers in roles that were previously held by paid staff or have been identified as paid jobs;
- Differentiate between paid and unpaid roles;
- Provide appropriate levels of support and management ;
- Ensure volunteers are not required to take up additional work during industrial disputes or paid staff shortage;
- Brief and provide training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks;
- Provide volunteers with a copy of policies pertaining to volunteer staff including grievance and disciplinary policies and procedures;
- Acknowledge the rights of volunteers;
- Ensure the work of volunteers complements but does not undermine the work of paid staff;
- Offer the volunteer the opportunity for professional development;
- Reimburse volunteers for out of pocket expenses incurred on behalf of the Centre;
- Treat volunteers with respect and as valuable team members, and advise of opportunities to participate in Centre decisions;
- Acknowledge the contributions of volunteers;
- Ensure that all voluntary work is undertaken on a voluntary basis and without coercion;
- Ensure that the tasks and activities undertaken by volunteers benefit the community and that volunteers do not derive financial gain themselves.

This Code of practice applies to all volunteers at the Centre, long and short-term as well as the Committee of Management.

**Related documents:** Rights and responsibilities of Volunteers