

The Multiple Intelligence Hub “MIH” Volunteers Policy

Purpose of this Policy

The purpose of this policy is to clarify the terms on which volunteers carry out tasks for MIH. The policy does not constitute, either implicitly or explicitly, a binding contract of employment or a contract for services. MIH reserves the right to change any aspect of this policy at any time.

Definition of “Volunteer”

A volunteer is someone who, without compensation or expectation of compensation beyond reimbursement of expenses incurred in the course of their volunteer duties, performs a task at the direction of and on behalf of MIH. Volunteers are not employees of MIH and do not work under a contract for services. They undertake to carry out specific tasks on behalf of MIH but are under no obligation to offer their services. Similarly, MIH is not obliged to offer them work.

While volunteers have no employment rights such as paid sickness and holidays, they are covered by MIH’s rules on health and safety and equal opportunities and should ensure that they are aware of and follow these policies.

Users and Relatives as Volunteers

Clients of MIH may be accepted as volunteers, where such service does not constitute an obstruction to, or conflict with, service provision to the users or to others. Relatives of clients may also serve as volunteers, but will not be asked to carry out any work that impinges upon their relationship.

Service at the Discretion of MIH

MIH accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that MIH may at any time, for whatever reason, decide to terminate their relationship.

If a volunteer wishes to end their relationship with MIH they should inform the relevant manager as soon as possible.

Conflicts of Interest

Any volunteer, who has a conflict of interest with any activity or programme of MIH, whether personal, philosophical, or financial, must declare this to his or her project manager.

Representation of MIH

Prior to any action or statement that might significantly affect or obligate MIH, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organisations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. Volunteers are not authorised to act as representatives of MIH unless this is explicitly stated.

Confidentiality and the Data Protection Act 1998

MIH is registered under the Data Protection Act 1998. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a member of staff, volunteer, service users or other person, or involves the overall business of MIH.

Failure to maintain confidentiality will be treated seriously.

Dress Code

As representatives of MIH, volunteers, like staff, are responsible for presenting a good image to clients and to the community and must dress appropriately for the conditions and performance of their duties.

Timesheets

Where appropriate, individual volunteers are responsible for the completion and timely submission of timesheets. These are used to ensure that projects are managed efficiently and within budget.

Criminal Records Checks

As appropriate for the protection of clients, volunteers in certain assignments may be asked to submit to a criminal record check. Volunteers who do not agree to the background check may be refused the assignment.

Lines of Communication

Volunteers should be included in and have access to all appropriate information, memos, materials and meetings relevant to the work assignments. Lines of communication should operate in both directions, and should exist formally and informally. Volunteers should be consulted regarding all decisions that would substantially affect the performance of their duties.

Ending the Agreement

MIH may find it necessary to end this agreement if the volunteer commits any of the following:

- a. gross misconduct or insubordination
- b. being under the influence of alcohol or drugs
- c. theft of property or misuse of the organisation's equipment or materials
- d. abuse or mistreatment of clients or co-workers
- e. failure to abide by its policies and procedures
- f. failure to meet physical or mental standards of performance
- g. failure to perform assigned duties satisfactorily

Note:

This list is not exhaustive.

Reimbursement of Expenses

Volunteers are eligible for reimbursement of reasonable out-of-pocket expenses incurred while undertaking business for MIH and they are encouraged to claim their expenses in order to ensure that the true cost is reflected in project accounts. Prior approval must be sought for any major expenditure, and receipts must always be submitted in support of claims.

Insurance

Personal liability and accident insurance is provided for all volunteers engaged in MIH's business (excluding normal motor insurance). In respect of motor vehicle insurance cover, volunteers are responsible for consulting with their own insurers regarding the extension to include volunteer work. They may be required to produce evidence of this cover.

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