



Your Rights and Responsibilities as a Volunteer



Volunteer *Centre*
Epping Forest



As a volunteer...

It is your right to:

- Be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
- Be assigned a clear role that is worthwhile, challenging and does not involve work which is against your principles.
- Feel that your efforts have real purpose and contribute to the organisation's mission.
- Receive the induction/orientation, training and supervision necessary to do the work.
- Receive feedback and evaluation on the work that you do.

- Be treated with respect and as an equal partner within the organisation.
- Have access to a grievance procedure.
- Be trusted with confidential information necessary to carry out your assignment and for your details to be kept confidential by the organisation.
- Be kept informed on relevant matters within the organisation with which you work.
- Expect that your time will not be wasted by poor planning or co-ordination by the organisation.
- Work in a healthy and safe environment.
- Be adequately covered by insurance.
- Be reimbursed for out of pocket expenses incurred on behalf of the organisation.

- Be given a copy of the organisation's volunteer policy and any other policy that affects your work .
- Not fill a position previously held by a paid worker or to do the work of paid staff during industrial disputes.

It is your responsibility to:

- Not over commit yourself or take on more responsibility than you can handle.
- Meet time commitments or to provide reasonable notice so alternative arrangements can be made.
- Perform the tasks assigned to you to the best of your ability
- Accept feedback and provide input on ways your tasks might be better performed.

- Follow organisational policies and procedures.
- Respect those confidences entrusted to you.
- Be open-minded and respectful towards opinions shared with you.
- Notify the organisation in advance of absences or schedule changes that may effect them.
- Comply with equal opportunities.

Voluntary Action Epping Forest Volunteer Service
Homefield House
Civic Offices
High Street
Epping
Essex CM16 4BZ

Telephone 01992 564256

Fax 01992 564254

Email vbadmin@eppingforestcvs.org.uk

Registered Charity No. 1097376

Company limited by guarantee

Registered in England No. 4689779

Registered office as above.



INVESTOR IN PEOPLE

**COMMUNITY
FUND**

Lottery money making a difference



Volunteer Centre

Epping Forest