

14. Volunteer Policy

1. Criteria

- 1.1 Individuals who volunteer must be able to demonstrate a commitment to the Vision and Mission of the Society.
- 1.2 Volunteers are expected to work within the policies and procedures of the **Society** and adhere to its ethos. As representatives of the organisation, they are responsible for presenting a positive image of the Society to the outside world.
- 1.3 No person who has a conflict of interest with any aspect of the organization, will be accepted as a volunteer.

2. Working conditions

- 2.1 Volunteers are appointed to enhance the capacity of paid staff not as a substitute for them.
- 2.2 Ensure that social welfare programmes promote the participation of volunteers of all ages and both genders
- 2.3 Ensure the necessary recognition of the role and value of volunteers in social programmes.
- 2.4 Volunteers must have an opportunity for guidance by experienced professionals;
- 2.5 Volunteers are treated as full members of the HPWS Rwp team. They are treated as equally and fairly as paid staff and are included in the organizations, functions and decision-making processes wherever practical. Volunteers are provided with appropriate work sites and have access to the space, equipment and facilities necessary to work effectively and comfortably.
- 2.6 Working days and times are negotiated between the Volunteer and the Manager Admin & Finance , or in case of medical volunteers with the M/O . Voluntary time commitment is never expected to match that of full-time paid staff, but unscheduled absences can create organizational problems. When expecting to be absent, volunteers should inform their supervisor as soon as possible, so that alternative arrangements can be made.

3. Terms and Conditions

- 3.1 Volunteers must seek prior approval from the Manager Admin and Finance before undertaking anything that might affect the organisation. This includes, but is not limited to, statements to the press, joint initiatives with other bodies, and agreements involving contractual or financial obligations.
- 3.2 The Society respects the volunteer's right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with the HPWS Rwp.
- 3.3 Any voluntary service is at the discretion of the HPWS Rwp. The Society may, at any time, and for whatever reason, decide to terminate the volunteer's relationships with the organisation. Similarly, volunteers may at any time, and for whatever reason, decide to terminate their relationships with the Society. Notice of such decisions should be communicated at the earliest opportunity, preferably in writing.
- 3.4 A system of records will be maintained on all volunteers, including dates and times of service, duties performed, evaluation of work, etc.

3.5 In case of medical research volunteers the IRB will issue a certificate permitting the research. Volunteer records are accorded the same confidentiality as staff records.