



CODE OF PRACTICE FOR ORGANISATIONS INVOLVING VOLUNTEERS

To ensure volunteer involvement is supported to the best possible standard, organisations should adhere to Volunteering Australia's code of practice.

- § Develop and maintain a "Policy for the Involvement of Volunteer Staff" which covers all aspects of volunteer involvement within the organisation
- § Differentiate between paid and unpaid roles
- § Define volunteer roles and provide clear job descriptions for volunteer staff
- § Ensure that the work of volunteer staff complements but does not undermine the work of paid staff
- § Provide volunteer staff with orientation to their work and the organisation
- § Provide adequate training to enable volunteer staff to perform their work effectively
- § Offer volunteer staff opportunities for professional development
- § Provide volunteer staff with a safe and healthy environment
- § Reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation
- § Provide volunteer staff with appropriate and adequate insurance cover
- § Provide appropriate levels of support and management to volunteer staff through the employment of a suitably qualified manager of volunteers or other designated person
- § Provide volunteer staff with a copy of the organisation's "Policy for the Involvement of Volunteer Staff"; and
- § Provide all staff with information on the grievance and disciplinary policy and procedures of the organisation.

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