



Title: VOLUNTEER POLICY		Policy No:
Date of Issue: December 8, 2015	Review Due Date: Annually	Page 1 of 2
Approved by: Council, CAO		
Location: Health and Safety Manuals, New Worker Orientation		

PURPOSE:

The purpose of this policy is to develop a process that supports municipal volunteers, whether helping out at special events, programs or appointed by Council or an ad hoc committee.

The Municipality of Dysart et al recognizes the essential role that volunteers play in building a healthy and vibrant community. This policy will assist volunteers in understanding their responsibilities and commitments to the Municipality while providing a high quality, meaningful volunteer experience.

DEFINITION

A **volunteer** is a person who voluntarily offers himself or herself for a service or undertaking; a person who performs a service willingly and without pay

OVERVIEW

Selection of Volunteers:

- Volunteers can come forward at any time to offer their services as appropriate.
- All volunteers will provide contact information.
- All volunteers will sign a confidentiality form
- All volunteers working with the Vulnerable Sector will provide a copy of a current criminal record (CRC) check, which includes a Vulnerable Sector screening
- The CAO and/or Council reserve the right to accept or deny any offers of volunteer services.

Staff:

The Municipal staff and Council will:

- Provide a welcoming atmosphere for the volunteer
- Provide instructions and training for any necessary skills
- Have appropriate tasks ready for the volunteer to fulfill
- Address any concerns with the volunteer that may arise.



MUNICIPALITY OF DYSART ET AL – POLICIES AND PROCEDURES MANUAL

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Volunteers:

The volunteer will:

- Provide the municipality with a copy of a Criminal Record Check which includes a Vulnerable Sector Screening executed within the last 6 months if volunteering with vulnerable sectors
- Participate in training and orientation as provided by the municipality
- Respect the Municipal procedures and policies
- Maintain the same standards of confidentiality, courtesy and adhere to the same ethics and codes of conduct as the Municipality of Dysart et al's paid employees
- Take responsible care for the health and safety of themselves and others
- Promptly report all incidents, accidents, illness and any risk to health and safety and complete the necessary documentation as required (i.e. Incident Report)
- Be prompt, dependable and regular in attendance and give advance notice to the supervisor when unable to attend

Volunteer Dismissal:

Volunteers serving the Municipality of Dysart et al may be dismissed at any time when a supervisor determines that:

- The volunteer cannot adequately perform the duties for which they have been retained;
- The volunteer's continued service presents an unacceptable danger to the organization or its personnel or clients;