



**COMMUNITY
SERVICES #1**
enable • enhance • enrich

VOLUNTEER RIGHTS & RESPONSIBILITIES STATEMENT

Volunteers have the right to be provided with:

- A copy of the aims and objectives of Community Services #1 (CS#1).
- Access to information on policies, procedures and other policy documents of CS#1.
- Orientation, training and education.
- Recognition as a team member.
- A suitable assignment.
- A duty statement.
- Information about communication lines within CS#1.
- Information about the CS#1 grievance procedures.
- Access to CS#1 Employee Assistance Program for counselling services.
- Proper insurance cover.
- Appropriate workplace, health and safety protection.
- Reasonable out-of-pocket cost reimbursement.
- Appropriate work area, and equipment as required.
- Access to relevant decision making processes within CS#1.
- Recognition for work efforts and contributions made to CS#1.

Volunteers have a responsibility to:

- Make an informed decision to work as a volunteer with CS#1.
- Undertake work orientation and training as required.
- Work within the duty statement on tasks suitable to their skills and experience.
- Behave in an ethical manner.
- Keep both organisational and client matters confidential.
- Be committed to the CS#1's aims and objectives.
- Inform CS#1 when unable to undertake or complete a task.
- Use appropriate information channels when needing information, support, back-up, supervision or review.
- Be aware of the limit and level of responsibility of their role within CS#1.
- Be aware of their duty of care.
- Be aware of workplace health and safety policies and practices.
- Contribute as a member of the team.
- Be aware of protocol when representing CS#1 and abiding by the Code of Conduct.
- Commit to achieving results and make an effective contribution to CS#1.
- Adhered to all CS#1 policy documents.