



ESSEX COMMUNITY SERVICES

1. Value of Volunteers

Essex Community Services has adopted the Canadian Code of Volunteer Involvement and therefore relies on the efforts of volunteers to provide its services and support its mandate. We value their involvement and appreciate their hard work. Volunteers have a right to be treated respectfully and with sensitivity to their particular strengths, capabilities, limitations and needs.

2. Purpose of Volunteer Program

The Volunteer Program empowers volunteers, ensures their effectiveness and provides appropriate recognition to them in exchange for their time, talents and skills. The Volunteer program provides volunteers with the skills needed to perform their duties.

3. Screening Standards

To ensure mutually beneficial experience for volunteers and the organization and the safety of the clients, all potential volunteers will be screened before they can be accepted and placed within the organization. Ongoing screening through supervision, evaluation, and feedback ensures high standards in our volunteer program.

Any volunteer who is deemed unsuitable, or for whom there isn't a match may not be placed or may be referred to a more appropriate placement.

Records of the screening measures will be maintained in the volunteer's personal file.

4. Insurance

Liability and accident insurance have been purchased for all volunteers engaged in activity for the organization.



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5. Harassment and Abuse Policy

Harassment and /or Abuse in any form are strictly prohibited and may be grounds for termination as a volunteer. Refer to Employee Policy and Procedures, Policy # 23.

6. Recruitment

Recruitment is a constant, year-round process of keeping the Agency's name and its available volunteer opportunities on the radar screen.

The Agency will clearly identify volunteer needs and position descriptions.

The Agency will identify meaningful assignments for volunteers.

The Agency will take into consideration the realities of today's volunteer workforce and create a diverse portfolio of volunteer opportunities.

7. Term of Service

All volunteer positions have a designated term of service, as defined in the position's Terms of Reference. Extensions or renewals of terms of service will be reviewed and discussed with volunteer and staff at the conclusion of the term of service.

8. Application Form

All potential volunteers must complete an Application Form.

9. References

All potential volunteers may be required to submit personal and/or professional references as part of the application process prior to acceptance as a volunteer. Potential volunteers are requested to provide signed consent giving the Agency permission to contact the provided references.



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10. Interviewing

All volunteers will be interviewed to determine suitability and interest for the position sought. The Agency practices a fair and respectful selection process. Volunteers are assessed on their suitability for a placement within the organization. Essex Community Services reserves the right to not accept a volunteer's services if there not a suitable placement.

11. Placement

Only when the initial screening process has been satisfactorily concluded will the volunteer be notified of official acceptance.

12. Code of Conduct

All volunteers are required to agree to be bound by the applicable volunteer code of conduct and abide by the spirit of the Agency's policies.

13. Accountability

Each volunteer assigned to a position has a staff supervisor. The supervisor is responsible for day-to-day management and involving the volunteer in all relevant events and communications relating to their position, program or the Agency as a whole.

13. Authority

Prior to any action or statement that may significantly affect or obligate the Agency, volunteers should seek prior consultation and approval from supervisor. These actions may include, but are not limited to, public statements to the media, lobbying efforts, collaborations or joint initiatives with other organizations, or any agreements involving legal, financial or contractual obligations.

14. Confidentiality

Volunteers are expected to respect and maintain the confidentiality of information about clients, volunteers and staff gained through the role or presence as a volunteer within the Agency.



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15. Conflict of Interest

When a situation of (perceived) conflict of interest occurs, the volunteer shall report this to the staff for further consideration.

16. Training

Depending on the position, volunteers will receive training to carry out the responsibilities of their position. Training will provide the volunteer with specific knowledge, skills and support to perform their role effectively