

# DUNCHURCH PARISH COUNCIL AND COMMUNITY LIBRARY

## Volunteer Rights and Responsibilities

### VOLUNTEER RIGHTS

- There should be no unexplained delay between you offering your services and you actually starting with your chosen organisation.
- Where a delay is incurred you should be informed of the reason, if you are not ASK.
- You should receive an organised induction programme when you start; this should include information on the organisation and where you fit in.
- You should be given a clear task description in writing of the task(s) you will be doing, along with details of how your work will be evaluated.
- Your hours of work should be agreed and put in writing.
- You will be told to whom you are responsible. This person should be approachable and willing to talk through any worries or problems you may have.
- Remember you can always come and talk to us at the Library or contact Warwickshire Cava.
- You are entitled to time off for holidays or emergencies, but remember to discuss this with the organisation.
- You should not be discriminated against on grounds of sex, race, sexuality, age, class, disability, history of illness etc. See also the Equal Opportunities Policy.
- You should not work in unsafe or unhealthy conditions and the organisation you are working with should have a Health and Safety Policy which meets legal requirements.
- The organisation you are with working is adequately insured.
- You will be provided where necessary with any special clothing or equipment to carry out your voluntary work.

- You should be given the chance to develop your skills.
- You should be consulted over any changes in your task description.
- You are entitled to receive a reference for the work you have undertaken.
- You should be reimbursed for any expenses incurred in the course of your voluntary work (e.g. travel).
- Any information you gave at the interview process will be kept confidential.

## **YOUR RESPONSIBILITIES**

- To maintain the agreed level of commitment.
- If you experience difficulties/problems talk to your Volunteer Co-ordinator or the Library Sub-Committee.
- Keep good time.
- Follow the organisation's policies/practices.
- Do not discriminate, and abide by the Equal Opportunities Policy.
- To observe Health and Safety and Fire policies and procedures.
- Maintain confidentiality.
- Follow the task/activity description.
- To undertake necessary training or ask for training if you feel you need it
- To inform the organisation of holidays, absence or intention to leave.