

<b>1.7.19</b>	<b>VOLUNTEER INDUCTION AND ORIENTATION POLICY</b>
---------------	---

<b>Applies to:</b> Board Members, All Staff and Volunteers	<b>Version:</b> 1
<b>Specific responsibility:</b> CEO	<b>Date approved:</b>
	<b>Next review date:</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	Home Care Standards, Tasmanian Quality and Safety Standards, National Standards for Volunteer Involvement.
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

**PURPOSE** This policy demonstrates MOW's commitment to ensuring a comprehensive induction and orientation to MOW for all new volunteers.

**BACKGROUND** MOW is committed to having sound policies and procedures in relation to all areas of human resource management. Induction provides volunteers with a good understanding of MOW's work and the knowledge and resources required to commence in their new position.

**POLICY** All new volunteers with MOW will be provided with a full induction to the organisation upon commencement, including an information package (Volunteer Handbook). The CEO will ensure the induction process is planned, comprehensive, inclusive and documented and may designate responsibilities to Branch Coordinators.

Volunteer participation in induction will be recorded in accordance with the Volunteer and Staff Confidentiality and Privacy and Documentation and Records Policies and Procedures.

Volunteer inductions will be conducted by the Branch Coordinator and will introduce volunteers to the work environment provided by MOW and the requisite resources to perform their role. Topics may include, but are not limited to, the following:

- work health and safety;
- roles and responsibilities;
- Meal Delivery Policy and procedures;
- Volunteer amenities, work conditions and entitlements.

Volunteers must sign the Meals on Wheels Volunteer agreement once induction is finalised and Return to State Office with their Induction Checklist.

**DOCUMENTATION**

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Volunteer Agreement Volunteer Induction Checklist

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			

