

1.7.6	VOLUNTEERS CODE OF PRACTICE
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Applies to: Board Members, All Staff and Volunteers	Version: 1
Specific responsibility: CEO	Date approved:
	Next review date:

Policy context: 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	

In order to enhance the volunteers' experience and comply with legislation and duty of care Meals on Wheels will:

- Interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
- Provide volunteer staff with orientation and training;
- Provide volunteer staff with a healthy and safe workplace;
- Provide appropriate and adequate insurance coverage for volunteer staff;
- Not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
- Differentiate between paid and unpaid roles;
- Define volunteer roles and develop clear job descriptions;
- Provide appropriate levels of support and management for volunteer staff;
- Provide volunteers with a copy of policies pertaining to volunteer staff;
- Ensure volunteers are not required to take up additional work during industrial dispute or paid staff shortage;
- Provide all staff with information on grievance and disciplinary policies and

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procedures;

- Acknowledge the rights of volunteer staff;
- Ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- Offer volunteer staff the opportunity for professional development;
- Reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation;
- Treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions; and
- Acknowledge the contributions of volunteer staff.

DOCUMENTATION

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

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			