

Nishkam Centre Volunteer Charter

Volunteers have both rights and responsibilities, which are embodied in the Volunteers' Charter. This is set out below, and is incorporated in the Nishkam Centre Volunteer Handbook.

Volunteers' Rights:

To play a major part in decision making within the organization

To be given a clear idea of their tasks and responsibilities within the organization

To be given the name of someone in the organization who will look after their interests and who will offer them appropriate support and supervision on a regular basis

To be assured that any information shared with the organization is kept confidential

To be given the same protection under health and safety regulations and public liability as paid employees

To be offered opportunities for training and skills development, appropriate for the voluntary tasks involved

Not to be exploited - volunteers should not:

- be used to replace paid workers
- have unfair demands made on their time
- be asked to do something which is against their principles or beliefs

Volunteers' Responsibilities:

To accept the organizations aims & objectives

To do what is reasonably requested of them, to the best of their ability

To treat information obtained whilst volunteering in a confidential manner - this can be information about clients or other workers, paid and unpaid

To recognize the right of the organization to expect quality of service from all its staff, paid and unpaid

To recognize that they represent the organization and therefore need to act in an appropriate manner at all times

To honor any commitment made to the best of their abilities, notifying the organization in good time should they be unable to keep that commitment e.g. for holidays

To be willing to undertake appropriate training with respect to Health & Safety issues, Insurance liability and general good practice as necessary for the voluntary work undertaken

To share suggestions for changes in working practices

Read by:

Volunteer Signature: