

THE PRIMATE'S WORLD RELIEF AND DEVELOPMENT FUND

VOLUNTEER POLICY

PURPOSE

Volunteers are an asset to PWRDF and should be recruited, screened, protected, trained, encouraged, respected and thanked.

APPLICATION

This policy applies to volunteers within PWRDF governance structures and in the national program and to staff who interact with them.

1. RECRUITING

Those recruiting volunteers will follow PWRDF's Culture of Inclusion Policy. Volunteers under 18 require parental/guardian permission.

Volunteers will be provided with a mutually acceptable job description.

2. SCREENING

- a) Every candidate for a volunteer position will be interviewed by an appropriate PWRDF representative.
- b) Screening standards under the Sexual Misconduct Policy, Conflict of Interest Policy and Confidentiality Policy must be followed as appropriate to the volunteer position. The responsibility lies with the Executive Director to ensure that these are implemented.
- c) PWRDF will designate every position according to its level of trust. A police check is required for high trust positions.

3. TRAINING

Volunteers shall be given appropriate job training.

4. ENCOURAGEMENT AND SUPPORT

PWRDF recognizes, affirms and thanks volunteers in creative ways.

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5. CONFLICT RESOLUTION

Volunteers in conflict with their PWRDF supervisor will be treated in the same manner as staff members under the Conflict Resolution Process of the Policy and Procedures Manual of the General Synod of the Anglican Church of Canada.

6. CONFIDENTIALITY

Volunteers will adhere to the PWRDF Confidentiality Policy.

7. EXPENSES

Volunteers may be reimbursed for travel and other expenses as consistent with PWRDF policy.

8. INSURANCE

Insurance for accidental bodily injury is provided by PWRDF to cover volunteers working on behalf of and at the direction of PWRDF. Coverage is subject to conditions of the PWRDF insurance policy.

Amendment

This policy may be amended by the Board of Directors of PWRDF.

Approval Date: May 2, 2013

Last Revision Date: