



3889 Rideau Valley Drive
PO Box 988, Manotick ON K4M 1A8
613-692-6823, 1-800-267-3504
info@rvcf.ca | www.rvcf.ca

Volunteer Policy

Introduction and General Policy Statement

The Rideau Valley Conservation Foundation (RVCF) depends on volunteers to fill the role of our Board of Directors. They are specifically chosen because they are leaders, reputable, well-respected, specialized, and believe that the Rideau watershed is worth protecting. They also provide oversight.

RVCF welcomes these or additional 'event' volunteers who can complement the work efforts of paid staff. We rely on their contributions in order to get work done that we simply cannot manage without their help and it also gives us the opportunity to raise environmental awareness. This policy is intended for volunteers who help out with events. This includes board members who are assisting at the event. The board of directors should be aware that they are subject to similar policies included in by-laws, Board of Directors' Terms of Reference, and other documents.

At all times we treat volunteers with respect and we follow guidelines to ensure their safety.

Recruitment

Role Descriptions

The most common role for a volunteer is as a Board member.

In some cases, we may ask for these volunteers or additional volunteers to help at an event. These events may be hands-on environmental projects or perhaps running a booth or selling items as a fund raiser.

When needed, a volunteer role description will be created which clearly sets out the responsibilities, expectations, skills, and abilities required to perform the volunteer task successfully.

Recruitment

Volunteer are recruited through referrals by board members or staff. Our events generally require fewer than five people. Our events are very rare.

Applications and Screening

All volunteers will be screened to match skills and experience to the needs and opportunities of the RVCF.

The obligation to thoroughly screen volunteers is greater when they are working with vulnerable people, including children, and who are working with cash. Any volunteer who works with children must provide a clear Police Records Check. Any volunteer who works with cash will be supervised by staff or a board member.

Equal Opportunities

Although Ontario has no specific legislation addressing the rights and obligations of volunteers or volunteer activities, in accordance with the *Ontario Human Rights Code* we have a duty not to discriminate when selecting volunteers and participants, protecting them from discrimination once they have been selected and taking reasonable steps to prevent or stop discrimination when it occurs.

We also have a legal duty to reasonably accommodate individuals. Activities that prevent disabled people from participating must be adjusted to accommodate their needs, with the onus on the RVCF to make reasonable attempts to accommodate, up to the point of undue hardship.

Confidentiality

RVCF respects the volunteer's right to privacy and confidentiality. In turn, consideration must be given to sensitive or confidential information and records to which a volunteer may be exposed. Volunteers have a duty of confidentiality, and this obligation to keep information confidential increases with the kind of service a volunteer provides.

Dismissal

Event volunteers who do not adhere to RVCF rules, who fail to perform their volunteer assignments satisfactorily, or who harasses or threaten another volunteer, a member of staff or the public will be immediately dismissed from their duties and their volunteer role may be subject to dismissal.

Training and Orientation

Orientation

All volunteers receive a general introduction to RVCF as well as a specific orientation regarding the purpose and requirements of their volunteering role. If the nature of the task they are doing is the same, similar or alongside a task that we would have a staff person doing, RVCF will treat them as staff — with the same orientation, training, supervision and will provide them with appropriate personal protective equipment.

Job Training

Volunteers and participants receive initial and ongoing on-the-job training to provide them with the information and skills necessary to perform their tasks well.

Health and safety

Preferred health and safety training for a new volunteer includes WHMIS, Workplace Violence and Harassment Prevention, AODA, Health and Safety Awareness. This training should be completed before the volunteer takes on certain assignments. RVCF can provide training where appropriate.

Support and Supervision

Supervision

Each volunteer has a clearly identified supervisor who is responsible for the management of the volunteer. The supervisor endeavors to provide the support necessary to encourage and empower volunteers to make a meaningful contribution and gain significant benefits from their voluntary work.

Expenses

Volunteers give their time and skills free of charge, so it is essential that RVCF offers to reimburse any out-of-pocket expenses that are incurred while undertaking voluntary work. Such expenses include; materials for event, reasonable lodging or travel if required, items requested by Foundation staff. In all cases, receipts or credit card slips must be submitted. Any reimbursements will reflect provincial and federal policies pertaining to charities.

Insurance

Every volunteer will be covered by the Rideau Valley Conservation Foundation's insurance policy.

Review

This policy is reviewed regularly and updated as required.

Adopted on: April 24, 2017

Reviewed and Approved on: N/A