



Rideau Valley  
Conservation  
Foundation  
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

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The Rideau Valley Conservation Foundation (RVCF) relies heavily on the unpaid work of volunteers and significantly values their contribution. As such, volunteers are extended the right to meaningful duties and fair treatment and in exchange agree to perform their assigned duties to the best of their ability and remain loyal to the mission, goals, policies, and procedures of the Foundation.

## Purpose

This policy is intended to ensure that volunteers working for the RVCF have work that is safe significant, fulfilling and appreciated and be treated with respect and gratitude for their contribution.

## Scope

This policy applies to all RVCF volunteers including Board members. The RVCF Board of directors should be aware that they are subject to additional policies included in by-laws, Board of Directors terms of reference and other support documents.

## 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

Volunteers are recruited through referrals by board members or staff.

## 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 for those 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

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.

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.

## 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. Volunteers will be reimbursed for all pre-approved expenditures incurred in the exercise of their function. Such expenses may include; materials for events, reasonable lodging or travel if required or, 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 is covered by the Rideau Valley Conservation Foundation's insurance policy.