

## Volunteering Guidelines

### Your Rights and Responsibilities

We know that by volunteering you are generously donating your time, skills, and efforts. But a volunteer environment is still a workplace, and as such, you have certain responsibilities that must be upheld. And of course, you have rights as well !

The following list is the basis of your rights as a volunteer

#### You have the right:

- To work in a healthy and safe environment (refer to your State's Work Health and Safety Act[s])
- To be interviewed and employed in accordance with equal opportunity and anti-discrimination legislation
- To be adequately covered by insurance
- To be given accurate and truthful information about the organisation for which you are working
- To be reimbursed for out-of-pocket expenses incurred on behalf of the organisation for which you are working
- To be given a copy of the organisation's volunteer policy and any other policy that affects your work
- Not to fill a position previously held by a paid worker
- Not to do the work of paid staff during industrial disputes
- To have a job description and agreed working hours
- To have access to a grievance procedure
- To be provided with orientation to the organisation
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- To be provided with sufficient training to do your job.

**Before you start, you should check that:**

- The organisation is a legitimate volunteer involving organisation\*
- The purpose of the organisation matches your own values and beliefs
- The organisation carries public liability and volunteer personal accident insurance
- Your role is clear and specific
- The organisation can provide you with written information about its purpose and activities
- You are satisfied that the funds of the organisation are expended in accordance with its mission.

So now that we have covered your rights, **here are your responsibilities**

**All volunteers are expected to:**

- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the organisation's policies and procedures
- Deal with complaints in the appropriate manner
- Undertake training as requested
- Ask for support when needed
- Support other team members

---

Source: Volunteer Rights & Volunteer Checklist Information Sheet, Volunteering Australia

\* amended from original source document.