

Jiayuan Charity Volunteer Policy

Scope

The Policy applies to all volunteers and to those employees who work in activities, programs, and services where volunteers are involved.

Policy Statement

Jiayuan Charity is committed to harnessing the power of volunteers to support its mission and activities. This Volunteer Policy outlines our principles and guidelines for recruiting, training, managing, and recognizing volunteers. We highly value the contributions of our volunteers and strive to create a safe and inclusive environment for all.

Purpose

This policy aims to:

1. Define the roles and responsibilities of volunteers within Jiayuan Charity.
2. Ensure a safe and respectful environment for both volunteers and the people we serve.
3. Provide guidelines for volunteer recruitment, training, supervision, and recognition.
4. Promote consistency and transparency in volunteer management.

Definition

Volunteer – an individual who freely offers their time, skills, and resources without monetary compensation or expectation of financial gain, and whose primary purpose is to support our charitable activities and mission.

Point of contact – a person or department that can be approached for information or assistance on a specific topic.

Recruitment and Selection

1. Jiayuan Charity will recruit volunteers based on their skills, interests, suitability, and alignment with our mission.
2. Volunteers will be selected based on their qualifications, abilities, and willingness to adhere to our policies.
3. We do not discriminate on the basis of race, colour, religion, gender, sexual orientation, national origin, disability, or any other protected status in volunteer recruitment.

Orientation and Training

1. All volunteers will receive an orientation that includes an overview of Jiayuan Charity's mission, values, policies, and expectations.
2. Depending on the volunteer role, additional training may be required and provided by the charity.

3. Volunteers will be informed of their responsibilities, reporting structure, and relevant safety procedures during orientation.

Supervision and Support

1. Volunteers will be assigned a supervisor or point of contact who will provide guidance, support, and feedback.
2. Regular check-ins and communication will be established to address concerns, provide updates, and ensure volunteers have the resources they need.
3. Volunteers will adhere to the policies, procedures, and directions provided by Jiayuan Charity staff.

Safety and Respect

1. Jiayuan Charity is committed to providing a safe and respectful environment for all volunteers and the people we serve.
2. All volunteers must adhere to safety protocols and treat others with dignity and respect.
3. Any form of discrimination, harassment, or misconduct will not be tolerated and may result in immediate dismissal.

Confidentiality

Volunteers may have access to confidential information about Jiayuan Charity including its beneficiaries, personal information, and internal organizational matters, encountered during their volunteer activities. They are expected to maintain the confidentiality of any sensitive information and not disclose it to unauthorized individuals or organizations.

Recognition and Appreciation

Jiayuan Charity acknowledges the valuable contributions of volunteers and will express appreciation through various means, including but not limited to certificates, letters of recommendation, and recognition events.

Conflict Resolution

In the event of conflicts or concerns, volunteers are encouraged to communicate with their supervisor or Jiayuan Charity staff for resolution. Volunteers are required to report all incidents to their supervisor as soon as possible, as outlined in any relevant Organisation incident reporting procedures guidelines and complying with the Jiayuan Charity's Occupational Health and Safety (OHS) policies and procedures of Jiayuan Charity.

We are committed to addressing and resolving issues in a fair and respectful manner.

Termination

Jiayuan Charity reserves the right to terminate a volunteer's service for any reason, including failure to adhere to this policy or engage in conduct that is detrimental to the organization or its mission.

Accountability Disclaimer

Jiayuan Charity acknowledges that volunteers are not considered employees and, therefore, they are not entitled to the same rights and benefits as paid staff. Volunteers serve the organization voluntarily and are aware that Jiayuan Charity may not be held accountable for providing employment-related benefits or protections. Volunteers serve voluntarily and do not constitute a formal employment relationship with Jiayuan Charity.

Policy Review

This Volunteer Policy will be reviewed and updated as needed to ensure its effectiveness and compliance with applicable laws and regulations.

I have read and understood Jiayuan Charity's Volunteer Policy, and I agree to abide by its terms and conditions during my volunteer service.

Signature: _____ Date: _____