



Policies for Groups

Volunteering Hawkes Bay will refer volunteers to registered not-for-profit (NFP) organisations (but not to individuals) who adopt sound volunteer management practices.

These practices include providing job descriptions, appropriate training, supervision, support/recognition and reimbursement of agreed out-of-pocket expenses.

NFP Organisations must adhere to the 1993 Human Rights Act, the 1992 Privacy Act and the 1993 Health and Safety in Employment Act for registration with Volunteering Hawkes Bay.

NFP organisations interested in using our services are requested to pay a membership fee. However if payment of fees would cause hardship to your organisation, please apply in writing for the fee to be waived.

It is the responsibility of member organisations to formulate their own insurance and volunteer expenses policies. Volunteering Hawkes Bay does not accept responsibility in this area.

The decision to appoint a volunteer is the responsibility of the group. Volunteering Hawkes Bay does not accept responsibility for performance of the volunteers or for the accuracy of the information supplied by the volunteers.

Groups must have their own interview and selection procedures in place and are expected to inform the volunteers and Volunteering Hawkes Bay of their decision.

Code of Practice for Volunteers

To promote excellence in service and maximise the quality of my experience as a volunteer, I will:

Recognise my own motives for being a volunteer and ensure the organisation is aware of these.

Seek work opportunities appropriate to my skills, interests and aspirations.

Be committed to give high quality service.

Consider opportunities for job training and personal development.

Carry out all work I agree to do responsibly and ethically.

Speak out about any concerns that might affect my work relationships or quality of service.

See myself as a valued team member with the right to contribute to decisions, which affect my work.

Value and support other team members.

Code of Practice for Groups

To promote excellence in service and maximise the quality of volunteers' experience, this organisation will:

Empower our volunteers to meet their own and the organisation's needs.

Offer volunteers work opportunities appropriate to their skills, experience and aspirations.

Provide role descriptions for all volunteers.

Provide volunteers with clear duty statements and orientation to their work and the organisation.

Offer training and support for volunteers to achieve personal and work goals.

Implement procedures to safeguard volunteer safety and well-being.

Offer re-reimbursement to cover out-of-pocket expenses.

Recognise volunteers as valued team members with opportunities to participate in relevant organisation decisions.

Provide mechanisms to acknowledge contributions made by volunteers.

Not discriminate based on race, gender, disability, sexual orientation, marital status, age or religion.

Not put pressure on volunteers to adopt any particular belief system.

Keeping your volunteers safe

It is important to Volunteering Hawkes Bay that all volunteers are kept safe and well in their voluntary roles, and that both the volunteers and the organisations they volunteer for take all practicable steps to ensure this...

The Health and Safety at Work Act 2015 (HSWA) states that an organisation that is a 'Person Conducting a Business or Undertaking' (PCBU) has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of their workers (including volunteer workers) and other people on site (such as visitors or customers, including casual or one-off volunteers).

Examples of a PCBU are a local council, school or a not-for-profit organisation that employs staff. The Act makes workplace health and safety everyone's responsibility. 'Reasonably practicable' means actively identifying any risk or hazard, assessing the likelihood of that occurring and the degree of harm that might result, and then eliminating or minimising the risk or hazard.

The primary duty of care includes, but is not limited to providing:

- a work environment that is free from risks to health and safety
- safe equipment, structures and systems of work
- provision for safe use, handling, and store of plant, substances, and structures
- adequate and accessible welfare facilities
- the necessary information, training, instruction, or supervision to do the work safely
- monitoring of worker health and workplace exposures to assess effectiveness of controls

The same level of protection must be given to volunteer workers as paid workers.

It is vital that all of Volunteering Hawkes Bay member organisations understand their responsibilities, and we encourage you all to ensure you are up to date with your Health and Safety policies, procedures and reporting.

Please read the Work Safe new Zealand fact sheet 'Information For PCBUs That Engage Volunteers' here:

<https://worksafe.govt.nz/dmsdocument/869-information-for-pcbus-that-engage-volunteers>