



Partners in Aid
VOLUNTEER POLICY

1. BACKGROUND

- 1.1 Volunteering is time willingly given for the common good and without financial gain.¹
- 1.2 Partners in Aid is a volunteer-run organisation and relies on unpaid work for both governance and operational tasks. A key principle of Partners in Aid is to maximise the proportion of donated funds being provided directly to fund projects. A volunteer board and the involvement of volunteer workers in Australia is key to achieving this goal. No staff are employed.
- 1.3 The Partners in Aid board welcomes the active involvement of volunteers in Partners in Aid activities in three ways:
 - members willing to help with routine administrative tasks in Melbourne,
 - volunteers, authorised by a motion of the Board, may run ongoing support groups able to raise funds or organise information sessions. Such volunteers are usually not authorised to collect donations, but may use the normal donation process to direct funds to Partners in Aid, and
 - volunteers who, through membership of a committee, drive the implementation of an element of the Partners in Aid strategic plan.

2. PURPOSE

- 2.1 The purpose of this policy is to guide Partners in Aid in the recruitment, supervision and support of volunteers in completing core operational tasks, and to describe guidelines and expectations of both Partners in Aid and volunteers in these processes. This policy incorporates Volunteering Australia Model Code of Practice and references Partners in Aid’s Child Safeguarding Policy.

3. SCOPE

- 3.1 This Policy applies to all Partners in Aid Board members, committee members and volunteers on operational tasks in Australia. Partners in Aid will not recruit or engage volunteers, other than members of the Project Subcommittee, for tasks or duties overseas. It will also applied to staff, should any staff be employed in the future.

4. PROCEDURES

4.1 Zero Tolerance of Sexual Abuse or Harassment

- 4.1.1 Partners in Aid has zero tolerance of any form of sexual abuse, transactional sex, bullying or sexual harassment, either on the part of volunteers, or directed at volunteers.

Definitions²

Sexual harassment is unwelcome or offensive sexual behaviour that is repeated or significant enough to have a harmful effect on an individual’s work, work performance or work satisfaction. Unwelcome means behaviours that are not solicited or invited and that are regarded by a person as undesirable or offensive at the time.

Harassment is repeated unwelcome behaviour from another person that is intimidating, malicious, offensive, insulting, humiliating or degrading. It may be verbal or take the form of written communication, visual material or physical behaviour.

Workplace bullying is a form of harassment where repeated and unwanted negative actions and behaviour are directed at an individual or a group of individuals with the desire to gain power or

¹ <http://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>

² Definitions based on those quoted in So They Can Help Sexual Harassment and Bullying Policy

exert influence. These actions or behaviours may be deliberate or subconscious and can cause humiliating, offence and distress.

Transactional sex is any form of sexual activity carried out in exchange for goods or services, money, employment or preferential treatment.

- 4.1.2 PIA encourages anyone associated with the organisation to bring to the attention of the Board any issue in which they or someone else may have been subjected to abuse, bullying or harassment - sexual or otherwise – either via email (admin@partnersinaid.org.au) or phone (+61 3 9704 6315) . Any such complaints will be acknowledged promptly in accordance with the Partners in Aid Complaints Policy.

4.2 Recruitment of Volunteers

- 4.2.1 Volunteers may be sought to assist with operational tasks as required and recruited in accordance with anti-discrimination and equal opportunity legislation.
- 4.2.2 Volunteers, including those having access to child sponsorship and other sensitive data will be provided with a role description, induction and training where necessary. For small, temporary tasks this may be done verbally. All will be provided with copies of Partner in Aid's Child Safeguarding Policy, Privacy and Complaints Policies, and Code of Conduct and be asked to sign that they have understood and agree to abide by these policies. They will be informed that they have access to Partners in Aid's grievance procedures.
- 4.2.3 If volunteers will be coming into contact with children in any of their PIA-related activities, they will also be required to have a Working with Children check and possibly a Police Check and to have referees contacted for verbal references.
- 4.2.4 Together with this policy, the Risk Management Policy will ensure that Partners in Aid provides a safe and healthy workplace for volunteers.
- 4.2.4 Volunteers may be offered relevant professional development where appropriate and at the discretion of the Board.

4.3 Insurance

- 4.3.1 All volunteers will be covered by Partners in Aid volunteer insurance whilst in Australia.
- 4.3.2 Partners in Aid may, from time to time, facilitate visits to projects by volunteers, friends of the organisation, donors or individuals interested in the work of our Partner Organisations through introductions. These visitors will undertake these activities at their own risk and their own cost. Partners in Aid does not support volunteers travelling or working on overseas projects. Any volunteers who make approved visits to Partners in Aid project sites will be advised that they need to provide their own travel insurance, and to provide evidence that they have done so. They will also be advised to visit the Government's travel advisory site and be advised if the latter outlines any new or ongoing risks in the area they propose to visit.

4.4 Acknowledgement of the Work of Volunteers

- 4.4.1 The contribution to Partners in Aid of volunteers will be acknowledged and openly valued.

5. Relevant Partners in Aid Policies

Partners in Aid Risk Management Policy
Partners in Aid Child Safeguarding Policy
Partners in Aid Code of Conduct
Partners in Aid Complaints Policy
Partners in Aid Privacy Policy

6. References

ACFID Code of Conduct <http://www.acfid.asn.au/code-of-conduct/files/>

Volunteering Australia Model Code of Practice <http://volunteeringaustralia.org/wpcontent/uploads/VA-Model-Code-June-2005.pdf>
So They Can Help Sexual Harassment and Bullying Policy