



Volunteer Policy

1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) values the contributions of its volunteers and is committed to providing a supportive and rewarding environment for volunteering. This Volunteer Policy outlines the principles and procedures for recruiting, managing, and supporting volunteers within IIESMS.

2. Policy Statement

IIESMS aims to:

- Recognize and appreciate the valuable contributions of volunteers.
- Provide clear guidelines and support for volunteers.
- Ensure a safe, respectful, and inclusive environment for all volunteers.

3. Scope

This policy applies to all volunteers engaged in activities on behalf of IIESMS.

4. Definition of Volunteer

A volunteer is an individual who freely offers their time, skills, and experience to support the activities and objectives of IIESMS without financial compensation.

5. Recruitment and Selection

5.1 Recruitment

- Volunteers will be recruited based on the needs of the organisation and the suitability of the volunteer's skills and interests.
- Recruitment will be conducted fairly, transparently, and inclusive.

5.2 Selection

- All potential volunteers will be required to complete an application form and may be subject to an interview process.

- References and background checks may be required, depending on the nature of the volunteer role.

6. Volunteer Roles and Responsibilities

- Volunteers will have a clear role description outlining their duties and responsibilities.
- Volunteers are expected to adhere to IIESMS's policies and procedures, including the Code of Ethics and Conduct and the Health and Safety Policy.

7. Induction and Training

- Volunteers will receive an induction to familiarise them with the organisation, its values, and their role.
- Training will be provided as necessary to ensure volunteers have the skills and knowledge required to perform their duties effectively.

8. Support and Supervision

- Volunteers will be assigned a supervisor who will provide ongoing support and guidance.
- Regular check-ins will be conducted to discuss progress, address any concerns, and provide feedback.

9. Recognition and Appreciation

- IIESMS will recognize and appreciate volunteers' contributions through various means, such as certificates, events, and public acknowledgment.
- Volunteers will be encouraged to provide feedback on their experience and suggest improvements.

10. Health and Safety

- IIESMS is committed to providing a safe environment for volunteers.
- Volunteers are expected to adhere to the Health and Safety Policy and report any hazards or incidents to their supervisor immediately.

11. Confidentiality

- Volunteers must respect the confidentiality of information they have access to during their volunteer activities.

- Volunteers are required to sign a confidentiality agreement if they handle sensitive information.

12. Problem-Solving and Grievances

- Volunteers are encouraged to raise any concerns or grievances with their supervisor.
- IIESMS will address issues promptly and fairly, following the established procedures for problem-solving and grievances.

13. Expenses

- Volunteers may be reimbursed for reasonable expenses incurred during their volunteer activities, in accordance with IIESMS's expenses policy.
- Receipts and documentation must be provided for reimbursement.

14. Ending the Volunteer Agreement

- Volunteers are free to end their volunteer involvement at any time and are requested to provide notice to their supervisor.
- IIESMS reserves the right to end a volunteer agreement if it is in the organisation's best interest, with appropriate notice provided.

15. Monitoring and Review

- This Volunteer Policy will be reviewed regularly to ensure it remains relevant and effective.
- Feedback from volunteers will be considered in the review process.

16. Contact

For questions or concerns about this Volunteer Policy, please contact the **Volunteer Coordinator**.

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