



# Volunteer Protection Policy

## 1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) recognizes the valuable contributions of its volunteers and is committed to ensuring their safety, well-being, and protection. This Volunteer Protection Policy outlines the measures in place to protect volunteers from harm and to support a positive and safe volunteering experience.

## 2. Policy Statement

IIESMS aims to:

- Provide a safe and supportive environment for all volunteers.
- Protect volunteers from physical, emotional, and psychological harm.
- Ensure that volunteers are aware of their rights and responsibilities.
- Promote a culture of respect and inclusion.

## 3. Scope

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

## 4. Responsibilities

### 4.1 Management

- Ensure that adequate resources are allocated for the protection and support of volunteers.
- Promote a culture of safety and respect.
- Review and update volunteer protection measures regularly.

### 4.2 Volunteer Coordinator

- Implement and maintain the Volunteer Protection Policy.
- Provide training and resources to volunteers on safety and protection.
- Serve as a point of contact for volunteers to report concerns or issues.



#### **4.3 Volunteers**

- Comply with the Volunteer Protection Policy and related procedures.
- Report any safety concerns, incidents, or issues to the Volunteer Coordinator.
- Treat all individuals with respect and dignity.

#### **5. Volunteer Rights**

Volunteers have the right to:

- Work in a safe and healthy environment.
- Be treated with respect and dignity.
- Receive adequate training and support for their role.
- Raise concerns and have them addressed promptly.
- Protection of their personal information and privacy.

#### **6. Risk Assessment and Safety**

- Conduct regular risk assessments to identify potential hazards and implement measures to mitigate risks.
- Ensure that all volunteer activities are planned and conducted with safety in mind.
- Provide volunteers with necessary safety equipment and training.

#### **7. Training and Support**

- Provide comprehensive training to volunteers on their roles, responsibilities, and safety procedures.
- Offer ongoing support and supervision to ensure volunteers feel confident and supported in their roles.
- Encourage open communication and feedback from volunteers.

#### **8. Reporting and Addressing Concerns**

- Establish a clear and confidential process for volunteers to report safety concerns, incidents, or issues.
- Investigate all reports promptly and take appropriate action to address any issues.
- Ensure that volunteers who report concerns are protected from retaliation.

## 9. Harassment and Discrimination

- Maintain a zero-tolerance policy for harassment, discrimination, and bullying.
- Provide training on recognizing and preventing harassment and discrimination.
- Ensure that any reports of harassment or discrimination are investigated and addressed promptly.

## 10. Health and Well-Being

- Promote the health and well-being of volunteers through initiatives and support programs.
- Provide access to resources and information on mental health and well-being.
- Encourage a healthy work-life balance for volunteers.

## 11. Confidentiality and Data Protection

- Protect the confidentiality of volunteers' personal information in accordance with data protection laws.
- Ensure that volunteers' personal information is only used for legitimate purposes and is stored securely.

## 12. Insurance

- Provide appropriate insurance coverage for volunteers while they are engaged in activities on behalf of IIESMS.
- Inform volunteers about the extent of the insurance coverage and any relevant procedures.

## 13. Review and Updates

This Volunteer Protection Policy will be reviewed regularly and updated as necessary to ensure it remains relevant and effective.

## 14. Contact

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

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