### Urban Theology Union

### Volunteers Policy

This policy may be used where a charitable organisation is using volunteers to provide services.

### Purpose of this Policy and Introduction

The purpose of this policy is to clarify the terms on which volunteers carry out tasks for the organisation. The policy does not constitute, either implicitly or explicitly, a binding contract of employment or a contract for services. UTU reserves the right to change any aspect of this policy at any time.

**Definition of “Volunteer"**

A volunteer is someone who, without compensation or expectation of compensation beyond reimbursement of expenses incurred in the course of their volunteer duties, performs a task at the direction of and on behalf of UTU. Volunteers are not employees of UTU and do not work under a contract for services. They undertake to carry out specific tasks on behalf of UTU but are under no obligation to offer their services. Similarly, UTU is not obliged to offer them work.

While volunteers have no employment rights such as paid sickness and holidays, they are covered by the UTU’s rules on health and safety and equal opportunities and should ensure that they are aware of and follow these policies.

**Users and Relatives as Volunteers**

Clients of UTU may be accepted as volunteers, where such service does not constitute an obstruction to, or conflict with, service provision to the users or to others. Relatives of clients may also serve as volunteers, but will not be asked to carry out any work that impinges upon their relationship.

**Service at the Discretion of UTU**

UTU accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that UTU may at any time, for whatever reason, decide to terminate their relationship.

If a volunteer wishes to end their relationship with UTU they should inform the relevant manager as soon as possible.

**Conflicts of Interest**

Any volunteer, who has a conflict of interest with any activity or programme of UTU, whether personal, philosophical, or financial, must declare this to their project manager.

**Representation of UTU**

Prior to any action or statement that might significantly affect or obligate UTU, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organisations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. Volunteers are not authorised to act as representatives of UTU unless this is explicitly stated.

**Confidentiality and the Data Protection Act 2018**

UTU is registered under the Data Protection Act 2018. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a member of staff, volunteer, service users or other person, or involves the overall business of UTU.

Failure to maintain confidentiality will be treated seriously.

**Dress Code**

As representatives of UTU, volunteers, like staff, are responsible for presenting a good image to clients and to the community and must dress appropriately for the conditions and performance of their duties.

**Timesheets**

Where appropriate, individual volunteers are responsible for the completion and timely submission of timesheets. These are used to ensure that projects are managed efficiently and within budget.

**Criminal Records Checks**

As appropriate for the protection of clients, volunteers in certain assignments may be asked to submit to a criminal record check. Volunteers who do not agree to the background check may be refused the assignment.

**Lines of Communication**

Volunteers should be included in and have access to all appropriate information, memos, materials and meetings relevant to the work assignments. Lines of communication should operate in both directions, and should exist formally and informally. Volunteers should be consulted regarding all decisions that would substantially affect the performance of their duties.

**Ending the Agreement**

UTU may find it necessary to end this agreement if the volunteer commits any of the following:

* gross misconduct or insubordination
* being under the influence of alcohol or drugs
* theft of property or misuse of the organisation's equipment or materials
* abuse or mistreatment of clients or co-workers
* failure to abide by its policies and procedures
* failure to meet physical or mental standards of performance
* failure to perform assigned duties satisfactorily

Note:

This list is not exhaustive.

**Reimbursement of Expenses**

Volunteers are eligible for reimbursement of reasonable out-of-pocket expenses incurred while undertaking business for UTU and they are encouraged to claim their expenses in order to ensure that the true cost is reflected in project accounts. Prior approval must be sought for any major expenditure, and receipts must always be submitted in support of claims.

**Insurance**

Personal liability and accident insurance is provided for all volunteers engaged in UTU business (excluding normal motor insurance). In respect of motor vehicle insurance cover, volunteers are responsible for consulting with their own insurers regarding the extension to include volunteer work. They may be required to produce evidence of this cover.

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