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| Sample Information Privacy Policy and Procedures | Approval Date:  |  |
| Review Date: |  |
| Version No: |  |
| President: | Sign: | Name: |
| Vice-President: | Sign: | Name: |

## PURPOSE

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia’s principles

## SAMPLE POLICY STATEMENTS

* <Name of Club> values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
* <Name of Club> aims to maximise volunteers’ potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
* <Name of Club> will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers’ skills, interests and capabilities
* <Name of Club> will provide induction to volunteers and ongoing support as required
* The duty of care for the volunteer remains with the Committee of Management
* <Name of Club> will provide a safe and healthy workplace as far as is practical
* <Name of Club> will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved
* The <<Name of Club> Committee of Management will ensure an appropriate level of insurance cover for volunteers
* Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks
* All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal
* All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role
* Volunteers have the right to refuse work which is outside their role description
* Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club Committee of Management.