


<b>Volunteer Policy (HR_P12)</b>	
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<b>Print name:</b>	Mike Master
<b>Position:</b>	Chairman
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## POLICY STATEMENT

1. Herts and Middlesex Wildlife Trust places volunteers and their contribution at the heart of our activity. This policy, along with the Volunteer Handbook (guidelines for volunteers) and the Staff Guide to Recruiting and Managing Volunteers demonstrate this commitment to our volunteer programme.
2. The Trust relies on the commitment, hard work and enthusiasm of our volunteers and we are committed to maintaining best practice in the management, promotion, development and celebration of volunteering. The Trust will encourage, develop and support volunteer involvement and ensure that the roles of volunteers compliment and add value to the work of the Trust. The Trust aims to provide a friendly and welcoming environment to all those willing to volunteer and will regularly review its work with volunteers to ensure that high standards and best practice are maintained.
3. The main aims of the policy are:
  - to ensure the value of volunteers is recognised;
  - to ensure volunteers feel supported and appreciated;
  - to promote the effective and efficient management and development of volunteers.
4. Volunteers are defined as 'people who, unpaid, contribute their time, energy and skills to benefit the aims and objectives of the Trust'. The volunteer role is a gift relationship where activities are carried out without the expectation of financial reward, except for the payment of reasonable out of pockets expenses. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks provided. Likewise, the Trust cannot be compelled to provide regular work, or payment or other benefit for any activity undertaken. Volunteers are split into 'support volunteers' and 'principal volunteers', the latter group covering Trustees, Nature Reserve Wardens and trainees. The division is to recognise the differing levels of responsibility and approach to recruitment and management.
5. The main objectives of the Trust's volunteer programme are:
  - to support the Trust and its staff team in achieving our aims;



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President  
Sir Simon A Bowes Lyon, KCVO

- to encourage and enable people to become and remain volunteers;
  - to maximise volunteer involvement and the impact of volunteer work positively within the Trust;
  - to communicate the importance, effectiveness and value of volunteering throughout the Trust
6. The Trust sees volunteers as an integral part of the organisation. We will aim to provide an inclusive and friendly approach and will actively seek to involve volunteers wherever possible. We will ensure volunteers are treated in a fair and equal manner and will treat volunteer health and wellbeing as of upmost importance.
7. The Trust has a duty of care towards volunteers and will recruit, support and manage volunteers through clear and consistent procedures.