



# VOLUNTEER POLICY

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|------------------------|-----------------------|--------------------|--------------------|
| <b>Category:</b>       | Volunteers            | <b>Number:</b>     | Policy #2          |
| <b>Responsibility:</b> | Volunteer Coordinator | <b>Approval:</b>   | Board of Directors |
| <b>Approval Date:</b>  | Aug 8, 2017           | <b>Issue Date:</b> | Aug 8, 2017        |
| <b>Next Review:</b>    | Aug 8, 2018           |                    |                    |

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## INTRODUCTION

Preeclampsia Foundation Canada relies heavily on the unpaid work of volunteers and values their contribution. Volunteers are one of the most valuable resources at Preeclampsia Foundation Canada, and as such are extended the right to meaningful duties, fair treatment and full participation and in exchange agree to perform their assigned duties to the best of their ability and remain loyal to the mission, goals and procedures of the Foundation.

## MISSION

Preeclampsia Foundation Canada is a non-profit, incorporated organization with charitable status. Its principal mandate is to educate the public by providing educational seminars and distributing educational materials on preeclampsia, HELLP syndrome and other hypertensive pregnancy disorders and also to donate funds to aid in preeclampsia research.

## PURPOSE

This policy is intended to ensure that volunteers working at Preeclampsia Foundation Canada have work that is safe, significant, fulfilling, and appreciated and be treated with respect and gratitude for their contribution.

## SCOPE

This policy applies to all Preeclampsia Foundation Canada volunteers, including Board members.

## **PRINCIPLES OF VOLUNTEERING**

1. Volunteering benefits the community and the volunteer.
2. Volunteer work is unpaid.
3. Volunteering is always a matter of choice.
4. Volunteering is not compulsorily.
5. Volunteering is a legitimate way in which citizens can participate in the activities of their community.
6. Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
7. Volunteering is an activity performed in the not-for-profit sector.
8. Volunteering is not a substitute for paid work.
9. Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
10. Volunteering respects the rights, dignity and culture of others.
11. Volunteering promotes human rights and equality.

## **RESPONSIBILITIES**

1. The President of Preeclampsia Foundation Canada will appoint a Volunteer Coordinator with approval from the Board.
2. The Volunteer Coordinator shall report to the President and be responsible for writing volunteer job descriptions, organizing recruitment, training, supervision, and agreed working hours of volunteers.
3. The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.
4. The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.
5. The President shall report to the Board regularly on Preeclampsia Foundation Canada's volunteer program.

## **VOLUNTEER RIGHTS**

### **Recruitment**

- a. Volunteers will be subject to screening procedures; be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
- b. Volunteers will be given accurate and truthful information about the organization for which you are working.
- c. Volunteer's confidential and personal information will be dealt with in accordance with the principles of the Freedom of Information and Protection of Privacy Act.

## **Induction**

- a. Volunteers will work in a healthy and safe environment.
- b. Volunteers will be given a job description and agreed upon working hours.
- c. Volunteers will be given a copy of the organization's volunteer policy and any other policy that affects their work.
- d. Volunteers will receive orientation and be offered appropriate information and training to discharge their functions successfully.

## **Supervision**

- a. Volunteers will receive appropriate supervision in the exercise of their functions.

## **Reimbursement**

- a. Volunteers will be reimbursed for all pre-approved expenditures incurred in the exercise of their functions, as set out in Preeclampsia Foundation Canada's Reimbursement of Expenses Policy.

## **PLACEMENT AND USE OF SKILLS**

Volunteers will be matched to opportunities that recognize their talents, interests and availability for serving. If at any time a volunteer wishes to be reassigned or take on an additional project or role they can discuss their interest with their Volunteer Coordinator. To help keep the Foundation running smoothly, it is important that volunteers complete their tasks on schedule and to monitor the amount of work to which one commits. If deadlines cannot be met, it is important to communicate that status with the Volunteer Coordinator immediately and/or to seek out another volunteer to help with those responsibilities.

## **DISCRIMINATION**

Preeclampsia Foundation Canada does not discriminate against any volunteer applicant regarding hiring, retention, promotion, race, national origin, ethnicity, citizenship, gender, age, marital status, creed, sexual orientation, disability, or any other characteristic protected by law. Similarly, the Foundation does not discriminate against any client or applicant for services on any of the above criteria, and is committed to the promotion of diversity in all of its programs.

## **SEXUAL HARASSMENT**

Preeclampsia Foundation Canada is committed to providing volunteers with an environment that is safe and productive and will not tolerate any form of sexual harassment among its employees and/or volunteers. Any volunteer who has a complaint or knowledge of sexual

harassment must bring it to the immediate attention of their direct Volunteer Coordinator, President or the Board.

### **CONFIDENTIALITY**

Designated and authorized volunteers may be exposed to confidential information that is defined as inside, personal or sensitive information, and may include contact information, health information, or personal experience stories. A confidentiality statement barring the sharing or disclosing of this information for any unauthorized purposes, including personal benefit must be signed by all volunteers at the start of their work in the Foundation.

### **COMMUNICATION & TRANSPARENCY**

Communication is important both to obtain information and feedback from volunteers and to share with them new information about the Foundation. Email, teleconferences and webinars are used, but volunteers can feel free to share where they see opportunities for growth, both for the organization and for themselves as volunteers. Communications with one another shall be respectful, direct, and truthful with intent to resolve problems.