

OXFAM VOLUNTEERING POLICY

AS AN OXFAM VOLUNTEER, YOU CAN EXPECT THAT:

- Your gift of time, skills and experience will be used well so that you can make a contribution to Oxfam's aim of overcoming poverty and suffering.
- You will be provided with all the information and guidance required for you to carry out your volunteering role.
- Your out of pocket expenses will be reimbursed in accordance with Oxfam's Expenses Policy.
- You will be treated fairly and with respect, and if any difficulties arise with the organisation or your volunteering, Oxfam will help you to resolve these.
- You will be protected by Oxfam's insurance policies.
- You will be working in a safe and healthy environment.
- Communication between you, your manager and the team that you work in will be two-way, giving you opportunities to share your thoughts and views.
- You will receive information and updates about Oxfam's work.
- You will volunteer in an organisation that is inclusive and constantly strives to be more diverse.
- You are free to stop volunteering at any time.

WHAT OXFAM EXPECTS:

- Volunteering should be carried out within the terms agreed, within the law, and within the relevant organisational policies and procedures.
- Volunteers should act within Oxfam's standards of behaviours, and should treat Oxfam volunteers, staff and supporters with respect at all times.
- Oxfam may withdraw the offer to volunteer where necessary.

WHAT MANAGERS OF VOLUNTEERS IN OXFAM MUST DO:

- Oxfam managers must ensure that they have two valid references for each new volunteer.
- Oxfam managers must ensure that child protection procedures are strictly adhered to for volunteers under the age of 18.
- Oxfam managers must ensure that all processes used for the recruitment of volunteers are fair, open and transparent.
- Oxfam managers must ensure that all volunteers receive the appropriate health and safety induction that is relevant to their department.
- Oxfam managers must ensure that difficulties are resolved informally where possible, and must work within the Resolving Differences policy where this is not possible.
- Oxfam managers must ensure that they make volunteers aware of the Volunteering and Resolving Differences policies, and any other relevant policies and procedures.
- Oxfam managers must ensure that they provide a volunteering offer that fulfils the terms of this Volunteering Policy.

FULL POLICY:

To view the full policy please visit:

<https://karl.oxfam.org.uk/communities/internal-policies-database/wiki/volunteering-policy>



OXFAM