



3.2.1 Volunteer Rights and Responsibilities (FORM 1088)

QEC supports the Universal Statement of Volunteer Rights and Responsibilities.

The Rights of the Volunteer are:

- To contribute, belong, learn and grow
- To work in a healthy and safe environment
- To have an orientation or induction to QEC with relevant information about the organisation, including policies and procedures
- Be reimbursed for necessary out of pocket expenses
- Have your personal information dealt with in a confidential manner
- Take holidays
- To have respect and support from their supervisor and co-workers
- To discuss any problems or grievances with their supervisor
- To do meaningful, satisfying work
- To receive appropriate training and regular evaluation
- To feel free to say 'no' to tasks beyond the job description
- To receive formal recognition for volunteer effort
- Be informed and consulted on matters which affect you and your work

As a volunteer you will be expected to:

- Work under the direction of the allocated supervisor
- Be punctual and reliable
- Be accountable
- Represent QEC in a positive, professional and competent manner
- Respect the rights and confidentiality of staff, volunteers and clients
- Respect and treat all staff, volunteers and clients with dignity
- Exercise a duty of care at all times by using commonsense and reasonable caution in any activities undertaken as a QEC volunteer
- Carry out the duties listed in your volunteer role statement
- Adhere to the organisation's policies and procedures
- Inform your supervisor of any difficulties with your role as a volunteer
- Notify your supervisor of any accident, hazard, injuries or incident that occurred on the job
- Deal with complaints in the appropriate manner
- Inform your supervisor if you wish to stop being involved in a particular activity
- Advise your supervisor if you are intending to cease involvement temporarily or permanently
- Refer complaints to your Supervisor or to People and Culture for investigation
- Participate in training programs required for your volunteer duties



I agree to and accept the conditions outlined and understand that my role as a volunteer with the Queen Elizabeth Centre may be discontinued if I am unable to meet these conditions.

Signed
(Volunteer)

Signed
(Supervisor/ Volunteer Coordinator)

Date