

# commongood

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## Volunteer Policy

First Edition

March 2018

## **1. Purpose**

The purpose of this policy is

- 1.1. to ensure the protection of our beneficiaries and our volunteers. As a registered non-profit organization, we have a public responsibility to enforce these policies on all volunteers without discrimination or discrepancy.
- 1.2. to define the legal commitment between Common Good and our volunteers. This is done in order to ensure that each volunteer is covered by insurance when they are serving as well to ensure the health and safety of our volunteers and beneficiaries.

## **2. Context**

This policy applies to

- 2.1. Once-off volunteers
- 2.2. Regular volunteers

## **3. Legal requirements**

These requirements are applicable to all Common Good volunteers:

- 3.1. All volunteers are seen as representatives of Common Good and are required to act in accordance with the Volunteer Code of Conduct.
- 3.2. All volunteers are required to complete and/or submit the following documents/forms:
  - 3.2.1. Volunteer application form
  - 3.2.2. Certified copy of their I.D. or passport in the event that an I.D. is not available
  - 3.2.3. Completed Indemnity form or in the case of a minor (under the age of 18), a parent/ guardian must complete the Indemnity form
- 3.3. Any volunteer who will be working or interacting with children is subject to all the requirements contained in the Common Good Child Protection Policy. For more information, please see the section on "Volunteer and staff screening" in the Child Protection Policy.

Common Good reserves the right to deny individuals the opportunity to volunteer as well as terminate any volunteer contracts should these requirements not be upheld by the individual.

## **4. Forms/documents referenced in this policy**

- 4.1. Volunteer Code of Conduct
- 4.2. Volunteer application form
- 4.3. Indemnity form

## VOLUNTEER CODE OF CONDUCT

The culture at Common Good can best be summarised by our 6 values below. As a volunteer and representative of Common Good we commit to living out these values as we serve our city.

### At Common Good we...

### As a Common Good volunteer we...



#### **VALUE EACH OTHER**

Sawubona – see and honour all

- Respect and honour every person we come into contact with, whether a fellow volunteer or a beneficiary.
- Seek to understand before being understood



#### **LIVE WITH INTEGRITY**

Walk the talk with authenticity

- Engage with genuine interest and compassion
- Actively seek to build relationships based on trust and openness
- Live as an example to others



#### **PURSUE EXCELLENCE**

Give our best – people deserve it

- Always give our best, whether it be our time, treasures or talents
- Celebrate others' success
- Welcome feedback in order to grow and learn



#### **LOVE GENEROUSLY**

Love others as Jesus loves us

- Show that we care for one another by encouraging each other, thinking of others before ourselves
- Show genuine interest and care for people we come into contact with



#### **INSPIRE INNOVATION**

Create and motivate for greater impact

- Bring and share our ideas
- Encourage and celebrate with others who succeed
- Cheer each other on



#### **TEAM TOGETHER**

Work together to serve better

- Encourage others to participate and join in
- Believe that together we can go further, even if it takes longer
- Don't leave anyone behind
- Look out for each other