

## Volunteer Rights and Responsibilities

Greenlink is a volunteer organisation and as such volunteers play an integral role in its operation. As a volunteer you have the right to expect certain standards and respect, just as those you are working with are entitled to this in return.

### Rights of volunteers

Greenlink Box Hill has a duty to:

- ensure, as far as is reasonably practicable, a working environment that is safe and without risks to health.
- provide necessary information, instruction and training, both induction and on the job as required, in order for volunteers to fulfil their assigned duties in a safe and competent manner.
- keep information and records confidential, in accordance with privacy considerations

As a member and volunteer you are covered by Personal Accident Insurance for expenses incurred due to injuries sustained while working for Greenlink. Greenlink also has Public and Product Liability Insurance and Associations Liability Insurance.

### Volunteers

Volunteers have the right:

- to know as much about the organisation as possible
- to receive training for the job
- to receive sound guidance and direction
- to be heard and consulted
- to work in a safe and supportive environment
- to be reimbursed for out of pocket expenses.
- to have their contributions recognised and respected

### Responsibilities of volunteers

Volunteers are expected to:

- be aware of Greenlink policies - these are found in the Policies and Procedure Manual in the office
- cooperate with Greenlink safety initiatives
- take reasonable care for your own health and safety. This includes bringing and wearing the appropriate protective clothing when needed eg. sun hat, safety boots etc.
- take reasonable care for the safety of others
- follow reasonable directions from the Nursery President or one of the Nursery Committee members with regard to safe work procedures
- not wilfully or recklessly endanger any person at a workplace
- sign the attendance register when commencing and completing work
- alert one of the Nursery Committee members if there is a situation about which you feel concerned for your safety, or the safety of others.
- feel free to refuse a task that is considered beyond your ability to perform
- report any incidents or hazards to one of the Nursery Committee members
- to value and support all other volunteers
- to ensure no valuable items are brought to the nursery and/or to carry valuable items with them at all times, as the nursery will not be responsible/liable should items be misplaced or stolen.