

## Volunteer Policy

The [Carlington Community Association](#) (CCA) recognizes that its goals are best served by the active participation of Carlington citizens as volunteers in their community. The **purpose** of this policy is to provide guidance and direction to CCA volunteers.<sup>1</sup>

This policy applies to volunteers who engage in multi-day contributions to the CCA.

### **Definitions**

Accident	An unexpected occurrence that could lead to bodily harm or injury and/or damage to property. Accidents are without apparent or deliberate cause and can happen to anyone (volunteers or community members).
Incident	A circumstance serious enough to require immediate attention. This can include (but is not limited to) breaking rules, failing to follow instructions, near-accidents or any other problematic occurrence.
Volunteer	Anyone who performs a task on behalf of the CCA without compensation. Volunteers are not employees of the CCA. Volunteers must be officially accepted and enrolled prior to performing a task on behalf of the CCA.
Volunteer Supervisor	Anyone who is responsible for directly guiding the work done by a CCA volunteer. The President of the CCA Board of Directors is the Volunteer Supervisor for all other members of the Board, while the Executive Committee (Vice President, Treasurer and Secretary) as a whole is the Volunteer Supervisor for the President.

### **Recruitment and Screening of Volunteers**

#### **1.1 Position Descriptions**

The CCA will provide a description of the duties and responsibilities of each volunteer position to the volunteer prior to the role beginning. The CCA Board of Directors will review the position descriptions every two years, or whenever the work involved in the position changes substantially.

#### **1.2 Recruitment**

Volunteers shall be recruited without regard to gender, age, race or other condition as included in the [Ontario Human Rights Code](#).<sup>2</sup> The sole qualification for volunteer recruitment shall be suitability to perform a given task. Every effort will be made to select volunteers, including Board of Director members, who represent the diverse community served by the CCA.

#### **1.3 Recruitment of Minors**

If a prospective volunteer is under age 18, a parent or guardian must provide written consent prior to that volunteer beginning in their duties.

#### **1.4 Volunteer Responsibilities during Screening**

Volunteer candidates must honestly demonstrate that they meet the requirements of the position. They must provide references if required and complete any required orientation and training.

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<sup>1</sup> This policy does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement

<sup>2</sup> Citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression

### 1.5 Supervisor Responsibilities during Screening

Volunteer supervisors will conduct a risk assessment for all volunteer roles to determine the screening requirements (i.e.: vulnerable sector checks for volunteers working with vulnerable clients). If references are requested, they must be contacted.

### 1.6 Police Record Checks and Vulnerable Sector Screenings

Volunteers must obtain a police reference check or vulnerable sector screening if there is a reason for the CCA to request this check (e.g.: working with vulnerable community members such as seniors, youth or people with disabilities, handling money, or volunteering for unsupervised programs). The check will not be requested until it is determined that the candidate is a right fit for the role. Any information found on the check that is not relevant to the role will be disregarded and have no impact on deciding whether the candidate can volunteer with the CCA.

## **Volunteers in their Role**

### 2.1 Conflict of Interest

No person who has a conflict of interest with any activity or program of the CCA, whether personal, philosophical, or financial shall be accepted or serve as a volunteer.

### 2.2 Representation of the CCA

Volunteers must seek approval from the President of the CCA Board of Directors before taking any action or making any statement that might significantly affect the CCA (e.g.: public statements to the press). Volunteers may only act as representatives of the CCA if doing so is included in their volunteer role or the President of the CCA Board of Directors has authorized them to do so.

### 2.3 Confidentiality

The CCA collects personal information from volunteers and community members for a variety of purposes. Volunteers may interact with and become aware of this information in relation to their work with the CCA. This information is to remain confidential. Failure to maintain confidentiality will result in termination of the volunteer's relationship with the CCA.

### 2.4 Accidents and Incidents

Volunteers must report to their supervisor when an incident or accident occurs. Depending on the seriousness of the incident or accident, reports must be made immediately or at most within 24 hours. Supervisors will respond to the occurrence based on the severity and impact of the incident or accident. Emergency services will be contacted in the case of an accident threatening harm.

### 2.5 Resignation

Volunteers must provide one (1) week notice before leaving their role. Volunteers are not obligated to provide a reason. Volunteers who provide less than one week's notice and do not disclose a family or medical emergency may not be invited back to volunteer with the CCA.

## **Workplace Violence and Harassment**

### 3.1 Workplace Violence

The CCA does not condone any form of violence, including physical violence or sexual violence and verbal threats of violence or sexual violence made by or against volunteers. Breach of this policy by volunteers will result in appropriate disciplinary action, up to and including dismissal.

### 3.2 Harassment

The CCA promotes ethical and respectful volunteer engagement. The CCA will not tolerate, ignore, or condone any form of harassment. Harassment is a serious form of misconduct, which may result in disciplinary action up to and including dismissal.

### 3.3 Volunteer Rights and Responsibilities

Volunteers are responsible for respecting the dignity and rights of Carlington community members. Volunteers have a right to equal treatment with respect to volunteering with the CCA without discrimination or harassment because of protected grounds under the [Ontario Human Rights Code](#). Volunteers must inform a member of the CCA Board of Directors of any incident or potential risk of violence or harassment that they experience or witness.

### 3.4 Complaints

Volunteers have the right to make any complaints to their Volunteer Supervisor. If the complaint regards the supervisor, complaints should be reported to a member of the CCA Board of Directors. Volunteers found to have deliberately made complaints in bad faith will be subject to appropriate disciplinary action up to and including dismissal.

## **Dismissal**

### 4.1 Dismissal of a Volunteer

Volunteers who do not adhere to this Volunteer Policy or who fail to satisfactorily perform their duties are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with their Supervisor. Prior to dismissal of a volunteer, the Supervisor should consult with the President of the CCA Board of Directors.

### 4.2 Grounds for Dismissal

Possible grounds for dismissal may include, but are not limited to: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of CCA equipment or materials, abuse or mistreatment of clients or co-workers, failure to abide by CCA policies and procedures, and failure to satisfactorily perform assigned duties.

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I have read this policy in full and agree to adhere to its content

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Signature

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Date

\_\_\_\_\_  
Name

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Signature of parent / guardian (if required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of parent / guardian (if required)