



EOPD.ie

Volunteer Policy

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1. About the EOPD.ie volunteer programme

Early Onset Parkinson's CLG ("EOPD.ie") is dedicated to maintaining a quality programme where Volunteers can unlock their potential and learn from each other in a supportive environment. EOPD.ie provides services to People living with Early Onset Parkinson's and we would not be able to provide added value services to them without the time, energy and commitment of Volunteers. EOPD.ie intends to develop exciting volunteer opportunities for potential Volunteers from all walks of life. We will strive to maintain best practice in all areas of our work from recruitment to onsite support to ensure that our Volunteers have the best possible experience and the opportunity to gain a thorough understanding of and contribution the work of EOPD.ie. The Board of Directors are responsible for approving this policy and ensuring that it is adhered to.

2. Definitions

"Board" means the Board of Directors of EOPD.ie. "Volunteer" means a person who performs a service for EOPD.ie without promise, expectation, or receipt of compensation for services rendered. "Advisory Council" means the Committee of EOPD.ie.

3. This policy

This policy describes EOPD.ie's approach to volunteering. It sets out the role of Volunteers and how they will be supported in their role. This policy should be read and implemented by any person with responsibility for the recruitment and/or management of Volunteers. This policy should also be shared with Volunteers.

4. Volunteering with EOPD.ie

EOPD.ie recognises and accepts that the achievement of its mission is best served by the active participation of the wider community.

EOPD.ie accepts and encourages the involvement of Volunteers in its work. We see volunteering as a way of furthering active citizenship and community involvement and of introducing areas of innovation and new perspectives to the organisation.

EOPD.ie recognises that Volunteers bring energy, perspective, knowledge, and creativity. We will ensure that Volunteers are fully inducted and encouraged to contribute and develop their skills, knowledge and experience.

EOPD.ie is a small organisation with a big mission. Volunteers, including our Board, are part of our fabric. We also recognise that Volunteers require satisfying work and opportunities for personal development. EOPD.ie will endeavour to support Volunteers in these areas by providing training opportunities, mentoring and supervision.

Our aim:

- To enable Volunteers to develop and contribute to all areas of the work of EOPD.ie.
- To offer a more holistic and varied experience to Volunteers.
- To work to ascertain Volunteer requirements and roles with a view to developing service potential.
- To offer a variety of quality Volunteer opportunities to encourage people to Volunteer in EOPD.ie and thus gain an understanding of our work.

We achieve this through:

- Working closely with Volunteers to assess service requirements and role development.
- Where appropriate, providing induction and training programmes for Volunteers.
- Matching Volunteers' skills with roles to ensure they are exploring their full potential.
- Striving to maintain best practice in our work with Volunteers.

5. Recruitment of Volunteers

- a) EOPD.ie is committed to equal opportunities for all Volunteers and believes the promotion of equality and accommodation of diversity contributes significantly to the effectiveness of the organisation.
- b) EOPD.ie intends to create a diverse and inclusive volunteer programme and is committed to ensuring equality of access to its volunteer opportunities and equality of treatment for Volunteers in all its policies and practices.
- c) EOPD.ie believes that the system of recruitment and selection of Volunteers should be fair, open and transparent.
- d) The recruitment and selection process will be appropriate to the role offered to potential Volunteers. EOPD.ie aims to allow both parties to give and receive sufficient information to assess whether the Volunteer opportunities available match the potential Volunteers' skills, qualities, and interests.
- e) All applicants for volunteering with EOPD.ie are required to complete an application form.
- f) Additional measures may be implemented by the organisation depending on the nature of the volunteer role.
- g) If unsuccessful, applicants will be offered an opportunity to discuss the outcome.

6. Volunteer role description and Agreement

Volunteers are given an agreement and specific role description which outline the expectations and responsibilities of both the Volunteer and EOPD.ie. These documents are not legally binding nor are they a contract of employment or for paid provision of a service. A sample agreement is included in this policy document.

7. Code of Conduct Policy

The Code of Conduct Policy as set out in a separate document (issued by the Board from time to time sets out the expectations of EOPD.ie on all those who work with it. The conduct of Volunteers should reflect the high-quality standards which EOPD.ie strives for, in its work with the general public, and with all those who work with us. In particular, Volunteers should be respectful to other Volunteers and to all persons with whom they come into contact in their role as Volunteers and regardless of race, religion, culture, gender, class, disability, or sexual orientation. Volunteers shall avoid any act which may bring EOPD.ie into disrepute or diminish the confidence of the public and stakeholders in the organisation.

Volunteers should maintain appropriate relationships with colleagues. Where Volunteers feel a colleague's behaviour, competence or integrity falls short of the standard expected of Volunteers or if a Volunteer considers that they are being subjected to bullying behaviour, this complaint should be referred to the Board. Allegations of bullying will be investigated by a person appointed for this purpose by the Board.



It is the responsibility of Volunteers to be aware of the social, legal and professional consequences of any act which may be morally, legally or ethically questionable. The use of violence or abusive language/ behaviour is unacceptable.

The following behaviours are considered to be in breach of the Code of Conduct:

- Theft
- Corruption
- Misuse of telephone, email, internet, and other facilities
- Viewing or downloading of pornography
- Criminal conduct
- Breach of confidentiality
- Assault, verbal abuse or threatening behaviour of service users, fellow volunteers, staff or the general public Abuse of alcohol and drugs
- Nonadherence to health, safety and hygiene standards
- All forms of bullying, sexual abuse and/or harassment and discrimination
- Lack of respect for service users, fellow volunteers, staff, and the general public
- Nonadherence to good practice in regard to reliability and commitment Gross negligence.

8. Aims and Objectives of EOPD.ie

All Volunteers should uphold and seek to achieve the objectives of EOPD.ie as set out in the constitution of the organisation.

9. Role Descriptions Confidentiality and Data Protection.

EOPD.ie will define the role and responsibilities of each Volunteer prior to the Volunteer commencing their position with the organisation. The role description will list the general tasks, duties and responsibilities for the voluntary position. It will also include any skills, experience or attributes required for the role.

Volunteers, whether volunteering for ongoing, short-term or “one off” roles, may undergo an induction/briefing that provides all the information appropriate to their role to help them understand the work of EOPD.ie and fulfil their role.

Induction arrangements vary according to the service and the nature of the voluntary activity to be undertaken.

Where possible and appropriate, Volunteers are offered additional training to enable them to fulfil their voluntary role more effectively.

All Volunteers start with a 3-month trial period where either EOPD.ie or the Volunteer may choose to withdraw from the Volunteer agreement.

10 Complaints

- EOPD.ie aims to treat all Volunteers fairly, objectively, and consistently. We seek to ensure that Volunteers' views are heard, noted and acted upon promptly and aim for a positive and



amicable solution based on our guidelines for settling differences. If a Volunteer has any problems or complaints about volunteering, they should speak to the Chairperson, Vice-Chairperson or Secretary immediately (or if the matter is particularly serious to a member of the Board). EOPD.ie takes the concerns of its Volunteers very seriously and will make every reasonable effort to resolve any difficulties.

- In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by EOPD.ie to the Volunteer while it endeavours to resolve the problem in an informal manner. If an informal resolution does not prove possible, EOPD.ie the matter will be referred to a person appointed by the Board for a recommendation as to how the matter should be resolved.
- If a Volunteer's behaviour is repeatedly or seriously unacceptable, the Volunteer agreement will be terminated.
- If circumstances arise where EOPD.ie deems a Volunteer not to be a good fit for a particular role, the Volunteer may be offered an alternative volunteer role.

11 Volunteer Expenses

There is no payment for volunteering with EOPD.ie. However, the Board (at its sole discretion from time to time) may reimburse Volunteers the reasonable vouched cost of travel and subsistence and other reasonable vouched expenses incurred in carrying out the voluntary work. Payment of these expenses is discretionary and dependent on the nature and duration of the Volunteer role.

The Board shall set and review what is considered to be reasonable costs and expenses. Details on the expenses policy can be found at [EOPD.ie Expenses Policy](#)

12 Voluntary work and social welfare payments

If you are a recipient of a social welfare payment you may be allowed to volunteer and keep some or all of your payment. Your local social welfare office will advise on this. It is the responsibility of the Volunteer to advise social welfare before taking up a volunteering role.

13 Health & Safety

EOPD.ie is committed to providing safe working conditions and environment. The organisation will make every effort to ensure so far as is reasonably practicable the safety, health and welfare of all employees and Volunteers. Volunteers must ensure they work in accordance with EOPD.ie's health and safety policy and procedures and comply with the instructions of any EOPD.ie designated health and safety officer.

15. Declaration

This agreement is binding in honour only and is not intended to be a legally binding contract. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time by either party.

Name _____



Signed _____

Date _____

By the Volunteer

Name _____

Signed _____

Date: _____