

## **Volunteers Policy and Procedures**

### **1. Policy statement**

The Institute of Physics (the “Institute”) is a scientific membership organisation devoted to increasing the understanding and application of physics. It has an extensive worldwide membership and is a leading communicator of physics with all audiences, from specialists, through government to the general public. Its publishing company, IOP Publishing, is a world leader in scientific publishing and the electronic dissemination of physics. This policy does not apply to Committee or Board Members.

The Institute aims to be an inclusive organisation and actively seeks to involve a diverse range of individuals who can contribute and add value and dimension to its work, either as members, staff or volunteers. The Institute appreciates the significant contribution made by volunteers, plus the skills and experience which they bring.

The relationship between the Institute and the volunteer shall not be that of employer and employee but shall be that of volunteer only. This relationship is regulated by mutual benefit and trust as opposed to legally binding contractual arrangements. The Institute aims to give volunteers a safe, fair and enjoyable experience and, in return, shall expect volunteers to adhere to its reasonable business requirements of courtesy and professional behaviour.

Volunteers working with the Institute away from the Institute’s premises shall also be required to comply with all policies and procedures relevant to the host organisation.

This policy outlines the principles upon which volunteers may be involved in the activities of the Institute and the procedures which are followed.

### **2. Principles**

The Institute wishes to benefit from the skills and experience that volunteers can bring to it. It does not replace paid employee posts with volunteers nor does it wish to enter into employment relationships with volunteers.

Whilst the Institute is not able to pay volunteers for their contribution, it will endeavour to provide the volunteer with:

- a statement of their duties and responsibilities, anticipated hours of work, and the date on which their agreement will cease or be reviewed;
- appropriate training and development necessary to fulfil their voluntary role; and
- a named supervisor who will provide regular feedback on progress and discussion about future tasks and development and with whom the volunteer can discuss any problems that may arise;

Volunteers shall provide the Institute with all relevant information and shall carry out the duties assigned to them in the prescribed manner and in accordance with this policy. For the avoidance of doubt, the Institute shall not reimburse any out of pocket expenses incurred by volunteers in the pursuit of their voluntary duties, unless otherwise agreed by the Institute in writing.

The voluntary agreement agreed between the individual and the Institute can be cancelled at any time at the discretion of either party by giving the other party written notice and shall expire automatically at the end of the agreed period.

### **3. Procedures**

- When using volunteers, the Institute recognises the importance of ensuring equal opportunities and diversity and will endeavour to follow the principles of its policies in these areas.
- Reference checks may be carried out by the Institute's HR department before volunteers can commence work to ascertain if the Institute's insurers will cover the volunteer whilst carrying out activities on the Institute's behalf.

All volunteers approved by the Institute to assist with the delivery of its projects shall:

- receive a written description of the volunteering role and the Institute's expectations;
- receive an induction into the relevant area;
- receive a health & safety briefing;
- receive any specific training approved by the Institute which is pertinent to their voluntary role;
- be provided with regular supervision to provide feedback and development and to discuss any issues which might arise during the course of their voluntary involvement with the Institute;
- be expected to comply with the Institute's policies on Equal Opportunities, Health & Safety, Children and Vulnerable Adults Protection and other policies as relevant;
- be expected to comply with designated departmental working procedures and instruction;
- be reliable, arrive for their duties on time and inform their supervisor/volunteer coordinator if they are unable to attend as expected;
- attend training sessions and support and/or employee meetings where these are part of their role;
- respect confidentiality;
- respect the rights of others;
- provide name of referees; and
- where possible, give written notice of their intention to cease as a volunteer.

Volunteers under 18 years of age will not seek to purchase or consume alcohol under any circumstances. In addition, volunteers under 18 years of age shall obtain the written consent of a parent or legal guardian to their becoming an Institute volunteer and shall provide the Institute with that consent before starting work for the Institute.

All volunteers should be covered by the Institute's Employers' Liability insurance policy whilst they are on the Institute's premises or engaged in any voluntary work on behalf of the Institute.

### **4. Grounds for concern**

Where either the Institute or the volunteer has cause for concern, this may be investigated and attempts will be made to resolve the matter to both the satisfaction of

the Institute and the volunteer. Where it is not possible to address the issues to the satisfaction of the Institute, and/or the volunteer, this may result in the early termination of the voluntary agreement.

The voluntary agreement will be brought to an end, and the volunteer asked to withdraw their support, where the volunteer:

- fails to abide by the Institute's policies, guidance and/or instruction;
- discloses the Institute's confidential information;
- does not participate in activities requested by the Institute;
- behaves inappropriately; and/or
- does not, in the Institute's opinion, contribute effectively to the work of the Institute.

The Institute reserves the right to amend or terminate this policy at any time. Whenever this occurs, it shall endeavour to provide the volunteer with written notice of the same.

This policy does not form part of any contract of employment nor is it intended to confer legally enforceable rights upon the volunteer. Nevertheless, the volunteer is expected to comply with this policy at all times and failure to do so may result in the early termination of the voluntary agreement.

If the volunteer has any questions about the information contained in this document then they should contact the Institute's HR department.