

# Rights and Responsibilities

**Volunteering is a two-way relationship. As a volunteer you can expect to have a number of rights but there are certain responsibilities as well.**

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## Volunteers have the RIGHT to:

- **Worthwhile work** and stimulating activities, using any special skills they may have
- **Choice** regarding the activities they take part in—to be able to say NO if they are uncomfortable with the task assigned
- Be provided with **orientation** which will help them understand the agency and work they will do
- Receive adequate **training, support and supervision** to enable them to do their job effectively
- Be given **feedback** and recognised for their contribution
- Be protected by adequate **insurance**
- Work in a **healthy and safe** environment
- Have authorised out-of-pocket expenses **reimbursed**

## Volunteers have the RESPONSIBILITY to:

- **Be dependable**—notify the agency if unable to attend
- **Be willing** to undertake relevant orientation, training, support and supervision
- Maintain **confidentiality** and be non-judgemental
- Work in accordance with **Health and Safety** regulations
- Work in accordance with the agency's **policies, procedures, instructions and rules**
- Say no when they cannot **commit to a task**
- **Respect** the rights, privacy and dignity of clients and colleagues



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