



Volunteer Policy

Intent

Town of Thorsby recognizes it is our responsibility as a good corporate citizen to help strengthen the communities in which we live and work. Consequently, we encourage our employees to become involved in their communities, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

Town of Thorsby will devote time and energy to programs, associations and organizations whose goals are considered strategically relevant to the mission of the company, and require volunteer efforts.

Guidelines

Eligibility

- All full-time employees are eligible;
- Interested employees must have a fully competent performance rating or above;
- Interested employees should meet with their managers to discuss their volunteer choice, schedule, and to receive approval prior to making any commitments.

Standards for Volunteer Involvement

To ensure the safety of our employees, and to maximize the potential benefits of participation in volunteerism, Town of Thorsby requires that any organization, event or association that requires the volunteer efforts of the company, meet the following standards:

- The organization, association or event are categorized as having an alignment with Town of Thorsby's values and beliefs, and provides a benefit to the community.
- The organization, association or event has obtained appropriate levels of insurance for volunteers. All registered volunteers working with committees affiliated with the company should be covered against general liability claims made by another person as a result of their volunteer work.
- A qualified person is responsible for the volunteer program.
- Any health and safety risks are clearly identified, and appropriate training is provided.
- A clearly communicated volunteer screening process is consistently applied.
- Volunteer assignments address the purpose of the organization, association or event and involve volunteers in meaningful ways – reflecting their various abilities, needs and backgrounds.
- Volunteers will receive orientation to the designated position, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members.
- The contributions of volunteers are regularly acknowledged with formal and informal recognition methods.

Volunteer Time

- Volunteer time should not conflict with the peak work schedule, other work related responsibilities, create a need for overtime, or cause conflicts with other employees' schedules.
- Time away from work for volunteering purposes may occur during lunchtime, before work, after work, or on the weekends depending upon the type of volunteer program the employee is involved in.
- Volunteer time should be regular and on a set schedule to help with the coordination of other work related responsibilities.

Volunteer Screening Process

- Each volunteer position must be evaluated for levels of risk involved in the performance of expected duties. Where specific risks exist, appropriate screening procedures will be employed.
- Job descriptions will be developed for all volunteer positions to ensure that only qualified individuals are asked to perform specific roles.
- Application forms must be completed.
- All persons applying for volunteer positions must be interviewed to determine their suitability for the role, and for the organization.
- Town of Thorsby will conduct reference checks for all volunteer candidates
- In the event that a volunteer will be required to work with youth or vulnerable populations, the candidate must provide a "Clear" Police Records Check.
- All volunteers will be required to attend and successfully complete any training regarding the position, as well as all required health and safety training before starting work in their position.

Record Keeping and Reporting

Volunteering records will be maintained, including dates of service, positions held, performance levels achieved and any applicable recognition or awards.

Town of Thorsby Policies

All Town of Thorsby employees are expected to adhere to company policies regarding Confidentiality, Harassment, Conflict of Interest, and Health and Safety remain in the performance of their volunteer work, as they are acting as representatives of the company.

Acknowledgment & Agreement

I, _____ (Name),

acknowledge that I have read and understand the Volunteer Policy of Town of Thorsby.

I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____