**VOLUNTEER RIGHTS AND RESPONSIBILITIES**

**VOLUNTEER RIGHTS**

As a volunteer you have the right to:

* work in a healthy and safe environment
* be adequately covered by insurance
* be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
* have a job description and agreed working hours
* have access to a grievance procedure
* be given accurate and truthful information about the organisation for which you are working
* be provided with orientation to the organisation
* be provided with sufficient training to do your job
* be given a copy of the organisations volunteer policy and any other policy that affects your work
* be reimbursed for out of pocket expenses
* not fill a position previously held by a paid worker
* not to do the work of paid staff during industrial disputes
* have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988

**VOLUNTEER RESPONSIBILITIES**

While volunteers might not have a formal contract with the organisation, just as the organisation must ensure volunteer rights, volunteers must fulfil their responsibilities to the organisation. This will involve volunteers in:

* following policies and procedures of the organisation such as: accounting for finances, recording of information, protecting privacy, following anti-harassment or grievance procedures
* being loyal to the organisation
* accepting direction
* respecting and maintaining privacy and confidentiality
* maintaining safe work practices in accordance with health and safety
* speaking up regarding important issues or concerns regarding regulations that apply to the organisation
* carrying out your agreed duties in the agreed time frame
* being dependable and reliable
* being accountable and accepting evaluation and feedback
* complying with the legal and organisational requirements of your volunteer position

*Source: Volunteering Australia (modified by Volunteering WA 2014)*