

GENERAL OFFICE PROCEDURES FOR VOLUNTEERS



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Updated by: Amie Frayne

Introduction and background

This policy is applicable to all volunteers who are based at our Head Office in Farnborough. We ask each and every volunteer to observe and abide by this policy at all times.

Policy Details

Lost property

All items of lost property should immediately be reported to your Volunteer Coordinator. Similarly, any unidentified article should be handed to the same person whilst attempts are made to discover ownership.

Private Mail

We ask that you do not post your private mail at our expense unless specific permission is granted.

Parking

Private vehicles parked on or around our premises are done so at the owner's risk and we accept no liability for any damage caused to such vehicles.

Housekeeping

Please be mindful to keep your individual work area, as well as any communal kitchen facilities, clean and tidy at all times.

Gambling/ Betting

All unauthorised forms of gambling/betting are strictly forbidden on the Charity's premises.

Gifts and Hospitality

Employees and volunteers will in no circumstances accept undue hospitality from a supporter, or supplier. This includes entertainment, the cost of recreation, or holidays etc. Where refusal of an offer of a gift, or hospitality, might cause embarrassment or difficulty, the matter should be immediately referred to the Chief Executive.

Smoking

Smoking in public places is unlawful, and we ask that you do not smoke in any part of the buildings or premises, including the entrances, car park and nearby pavements.

Dress code

During the course of your volunteering you may come into contact with clients and/or members of the public and your appearance and dress code is therefore important. We ask all volunteers to wear neat, clean clothing, appropriate to their responsibilities in order to maintain a professional image whilst volunteering.