

## **Volunteers Policy**

We recognise that volunteers are vital to our success and are committed to creating a positive, inclusive and rewarding volunteering experience.

### **Equality and Inclusion**

- Promote equal opportunities and diversity.
- Ensure volunteering opportunities are accessible and inclusive.
- Not discriminate on the basis of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation, or any protected characteristic under applicable law.

### **Induction and Training**

Offer relevant training and guidance to volunteers.

Ensure volunteers understand their responsibilities, including health and safety and safeguarding obligations.

### **Supervision and Support**

Provide a named contact for volunteers.

Address concerns or difficulties in a timely and respectful manner.

### **Volunteer Responsibilities**

Volunteers are expected to:

- Act in accordance with this policy.
- Follow health and safety procedures.
- Treat others with dignity and respect.
- Report any concerns, incidents, or risks promptly.

All volunteers, trustees and visitors should be treated with dignity and respect in an environment free from harassment or inappropriate comments or behaviour.

The following examples of behaviour are not acceptable at NEWT events such as work mornings:

- Sexual comments, jokes or innuendo
- Racist, sexist, homophobic or ageist jokes or derogatory or stereotypical remarks about a particular ethnic group, religion, sex, sexual orientation or disability, or other protected groups under the Equality Act.
- Offensive or intimidating comments or gestures.
- Insensitive pranks or jokes.
- Inappropriate touching, hugging or physical contact.
- Unwelcome sexual advances or suggestive behaviour (whether or not the person making the advance or behaviour perceives the conduct as harmless).

Date of last review/update:

August 2026 (v3)

Examples above are not an exhaustive list

Therefore:

*If you wouldn't say it or do it in front of your boss: don't say it, don't do it.*

*If you wouldn't want your words or actions to be the subject of newspaper or television reporting: don't say it, don't do it.*

*If in doubt: don't say it, don't do it.*

If you feel comfortable to do so, please report any incidents of inappropriate behaviour or harassment you experience or witness and co-operate with any investigation.

### **Trustee Responsibilities**

Trustees are responsible for promoting a culture of dignity, respect and inclusion, ensure effective implementation of this policy. Taking all complaints seriously, responding promptly and fairly, maintaining confidentiality where possible and taking appropriate action to prevent further harassment.

### **Reporting concerns**

Volunteers who experience or witness sexual harassment should report it as soon as possible to: Helen Iorwerth, our designated Safeguarding Lead, or another Trustee. Reports may be made verbally or in writing.

### **Investigation**

All complaints will be acknowledged promptly, investigated fairly, impartially and confidentially, and handled without victimisation or retaliation against the person making the complaint.

### **Outcomes**

Where inappropriate behaviour or harassment is found to have occurred, appropriate action will be taken. Depending on the seriousness of the behaviour, this may include: Informal resolution, Formal Warning, Removal from the volunteer role, reporting to the police where criminal behaviour is suspected.

### **Protection from Retaliation**

No volunteer will suffer disadvantage or retaliation for making a complaint in good faith or assisting an investigation.

### **Confidentiality**

Information relating to complaints will only be shared with those who need to know in order to investigate and resolve the matter.

### **Insurance and Liability**

We will ensure that appropriate insurance coverage is in place to cover volunteers while acting on behalf of the organisation. Volunteers are not financially liable for authorised actions carried out in good faith within their agreed role.

### **Review and Monitoring**

This policy will be reviewed regularly and updated as necessary to reflect changes in legislation, organisational structure or operational needs. Feedback from trustees, volunteers and members of the public will inform ongoing improvements.