



Thrombosis Ireland CLG

Volunteer Policy / Code of Conduct

Introduction

Thrombosis Ireland CLG (“Thrombosis Ireland”) recognises that volunteers are its most important resource and it is committed to promoting an effective, meaningful and rewarding volunteering experience. Charity trustees are responsible for providing leadership to volunteers. This includes supporting and valuing the contribution volunteers make to the aims and objectives of the charity as well as promoting standards of behaviour as outlined in this document.

1. Purpose

The purpose of this policy is to guide volunteering within Thrombosis Ireland by:

- a) reinforcing the importance of volunteering to Thrombosis Ireland
- b) establishing basic values and attitudes towards volunteering
- c) setting out the responsibilities of Thrombosis Ireland towards its volunteers
- d) setting out the rights and responsibilities of people who volunteer for Thrombosis Ireland.

This policy provides the framework for volunteering in Thrombosis Ireland and will direct volunteers to the policies and procedures that relate to volunteering.

2. Scope

This policy applies to all Thrombosis Ireland volunteers.

3. Definition of a Volunteer

A volunteer is a person who carries out volunteering activities for Thrombosis Ireland occasionally or regularly. They, for personal, humanitarian or charitable reasons, freely and without expectation of financial gain, contribute their time, service and skills to assist Thrombosis Ireland in accomplishing its mission. All volunteers are **members** of Thrombosis Ireland.

Volunteering with Thrombosis Ireland is open to everyone without any discrimination based on race, sex, religious beliefs, language, class or political opinions.

3.1 Categories

Member - Volunteer: a person who provides the services of Thrombosis Ireland (occasionally or on a regular basis). These volunteers are subject to the appropriate screening and induction processes as outlined. Member – Volunteer must be over 18 years of age.

Member: a person who wishes to support Thrombosis Ireland but do not wish to provide services on behalf of Thrombosis Ireland.

4. Volunteer Rights and Duties

All volunteers are expected to:

- > act in accordance with the values and mission of Thrombosis Ireland and enhance the work of the charity
- > respect the regulations on the use of the Thrombosis Ireland logo and to prevent its misuse;
- > Explicitly agree to and behave in accordance with Thrombosis Ireland Volunteer and Fundraiser Code of conduct
- > strive and work for the highest standards of quality;
- > recognise and adhere to the relevant clauses in the Thrombosis Ireland governing document
- > promote the work of Thrombosis Ireland;
- > pay the annual subscription (if applicable);
- > represent Thrombosis Ireland in a positive manner, not cause distress to other individuals, not be under the influence of alcohol / drugs, be untruthful or seek or accept gifts or other benefits whilst volunteering for Thrombosis Ireland.

Meet time/ task commitments and provide sufficient notice when not available so that alternative cover can be arranged.

Exercise care and caution with all Thrombosis Ireland documents, materials and devices and respect any confidential information received even after leaving their position as volunteer.

Meet with the Board of Thrombosis Ireland or Boards Volunteer representative on a yearly basis to discuss the volunteer programme. These meetings will be minuted at the relevant board meetings.

Volunteers have the following rights:

- To present proposals and raise issues with any authority through the structures of Thrombosis Ireland.
- Receive a written job description and application form
- Board members should support volunteers in the carrying out of their duties and should serve as an example on how everyone in the charity should conduct themselves.

5. Equal Opportunities

Thrombosis Ireland acknowledges and respects the cultural and religious diversity that exists within Ireland and seeks to ensure that its volunteer base reflects the diversity of the local communities in which it operates.

6. Induction and Training

All new volunteers will be subject to a probationary period (3 months) on initial receipt of their application. Full membership will not be issued until garda vetting (where required) and appropriate screening has been satisfactorily completed. In this interim period, a range of suitable training and activities may be available to new volunteers.

An Induction Programme will be provided by the director leading volunteer training. This will allow new members to fully understand the work of Thrombosis Ireland and how their work as a volunteer contributes to the goals of Thrombosis Ireland. Thrombosis Ireland volunteers carry out a wide variety of activities and it is essential that all volunteers are appropriately skilled to carry out their specific role/s.

7. Garda Vetting

The safety of all our volunteers is of paramount importance. All Thrombosis Ireland volunteers must undergo Garda Vetting IF REQUIRED, as per the Thrombosis Ireland Garda Vetting Policy. Volunteer members are encouraged to disclose if they have been charged with or convicted of a criminal offense by the prosecuting authorities. Processing if such information will be done according the Thrombosis Ireland GDPR policy.

Thrombosis Ireland **Child Protection Officer** is **Anmarie O'Neill** and **Medical Liaison Officer** is **Ann O'Sullivan**.

8. Screening / References

For specific roles, in particular those with access to young people and vulnerable adults, references may be required. This will be clearly outlined in the relevant role descriptions. Following confirmation of successful Garda Vetting & receipt of references (if required) and appropriate fee to Head Office, volunteers will then be able to undertake volunteering tasks for Thrombosis Ireland.

9. Role Descriptions

Thrombosis Ireland will provide volunteers with role descriptions to assist them in finding suitable roles. These role descriptions may be changed from time to time.

10. Insurance

Thrombosis Ireland have a Public Liability in place that protects Thrombosis Ireland in respect of claims being made against Thrombosis Ireland Trustees or volunteers whilst participating in Thrombosis Ireland managed activities and subject to the terms conditions and exclusions of the policy wording.

11. Expenses

Thrombosis Ireland recognises that some financial expense may be incurred during the course of volunteering. Reasonable out of pocket expenses may be reimbursed in accordance with approved rates and with prior approval of the relevant committee or staff member.

12. Complaints

All volunteers have the right to have their voice heard if they have a concern or complaints can be raised directly with any member of the board or with the CEO Ann Marie O'Neill.

13. Health and Safety policy – all volunteers are to receive a copy of the Thrombosis Health and Safety policy.

14. All volunteer information will be processed and stored as per the Thrombosis Ireland GDPR policy.

15. All volunteers are encouraged to disclose any relationship / information about themselves or associated parties that may bring or has the potential to bring them into conflict with the objectives, mission or values of Thrombosis Ireland. A copy of the Thrombosis Ireland conflict of interest's policy will be provided if the volunteer is unsure if they have a conflict or not.

16. All volunteers must adhere to the principles of the Thrombosis Ireland communication policy and all requests for media comment on matters pertaining to Thrombosis Ireland must be referred to the CEO.

17. Exit Evaluation

All volunteers should complete an exit evaluation on leaving Thrombosis Ireland. Any feedback received will be forwarded to a higher level within the Charity as appropriate. This is to ensure that Thrombosis Ireland captures feedback on volunteering, including any suggestions for improving the volunteering experience and the reason for leaving. All volunteers should return all data, materials, devices etc received from Thrombosis Ireland at the exit interview.

Thrombosis Ireland reserves the right to terminate a volunteer's position with / without cause.

References

- Charities Regulator SE GLS 8.2.1 016 Rev 000 Governance Code – *Sample Code of Conduct for Volunteers*

Supporting Documents

- Volunteer Record / database template
- Volunteer role description
- Volunteer Membership Form
- Exit Evaluation form
- Thrombosis Ireland CLG Constitution
- Garda Vetting Policy
- Health and Safety Policy
- Complaints Procedure

Adopted by the Board on: 27 November 2017

Reviewed by the Board 28th May 2018, Dec 1st 2018 and 26th August 2019

Reviewed and updated by the board on 14th of December, 2020

Next Update: The volunteer Policy may be reviewed annually but at a minimum of three-year intervals.

Annemarie O’Neill, Founder	Mel Duignan, Chairman / Treasurer (until role filled)	Lauren Carey, Company Secretary
Karen Collins	Ann O’Sullivan	Garrett Brennan
Barbara Wiseman	Gordon Stewart	Brian Carberry
William Morrin	Noel Carberry	Guvanch Meredov
	Deirdre Kelly	Treasurer, Stephen Dowdall