



Surrey Poet Laureateship

Volunteer Policy

The Surrey Poet Laureateship CIC values the contributions of volunteers who generously give their time and skills to support our charitable activities. This Volunteer Policy outlines the expectations, rights, and responsibilities of volunteers working with our organisation.

1. Recruitment and Selection

- We recruit volunteers based on their suitability for the roles available, regardless of age, gender, race, religion, sexual orientation, disability, or any other characteristic protected by law.*
- Volunteers are selected through an application and interview process to ensure alignment with our organisation's mission and values.*

2. Volunteer Rights and Responsibilities

- Volunteers have the right to work in a safe and supportive environment, free from discrimination, harassment, or bullying.*
- Volunteers are expected to adhere to the organisation's policies and procedures, including those related to confidentiality, health and safety, and equal opportunities.*
- Volunteers are responsible for fulfilling their assigned duties to the best of their abilities and communicating any concerns or issues to their designated supervisor or the Volunteer Coordinator.*

3. Training and Development

- We provide volunteers with appropriate training and induction to equip them with the knowledge and skills necessary to perform their roles effectively.*
- Volunteers may have access to ongoing learning and development opportunities to enhance their skills and personal development.*



4. Support and Supervision

- *Volunteers receive regular supervision and support from their designated supervisor or Volunteer Coordinator to ensure they feel valued and motivated in their roles.*
- *Volunteers are encouraged to raise any concerns or seek assistance when needed, and feedback on their performance is provided constructively and respectfully.*

5. Recognition and Appreciation

- *We recognise and appreciate the valuable contributions of volunteers through various means, such as acknowledgement in newsletters, social media posts, or volunteer appreciation events.*
- *Volunteers may receive certificates or letters of appreciation to acknowledge their dedication and commitment to the organisation.*

6. Expenses and Benefits

- *Volunteers may be reimbursed for reasonable expenses incurred in the course of their volunteering activities, subject to approval and in accordance with the organisation's expense policy.*
- *Volunteers do not receive financial compensation or benefits in exchange for their services, as volunteering is considered a voluntary contribution to the organisation.*

7. Grievances and Complaints

- *Volunteers are encouraged to raise any grievances or complaints through the organisation's established channels, such as speaking to their supervisor or contacting the Volunteer Coordinator.*
- *All grievances and complaints will be taken seriously, investigated promptly, and resolved in a fair and transparent manner.*

Contact Information

For enquiries regarding our Volunteer Policy or to express interest in volunteering with us, please complete our contact form on the volunteer page of our website.

At the Surrey Poet Laureateship CIC, we value and appreciate the vital role that volunteers play in helping us achieve our charitable objectives, and we are committed to providing a positive and rewarding volunteering experience for all.