



Nottinghamshire

Wildlife Trust

Volunteer Charter/ Code of Conduct

Our responsibilities to you

As a volunteer you can expect:

- To have a named member of staff nominated as your volunteer leader.
- To receive an appropriate induction process for your role and opportunities to meet with staff and other volunteers.
- To be given a clearly defined outline of the task(s) we would like you to undertake.
- To be asked to only complete tasks that fall within the role description and that you are capable of undertaking.
- To understand how your role/ the task positively supports the work of Nottinghamshire Wildlife Trust.
- To be instructed how to use tools and equipment safely.
- To be offered training and development opportunities appropriate to your role.
- To be provided with a safe and positive working environment.
- To be treated in a fair, respectful and consistent manner.
- To experience equality of opportunity throughout your time volunteering with Nottinghamshire Wildlife Trust.
- To be informed of any changes to your role and kept informed of developments within the Trust that may affect it.
- To have access to our complaints procedure.
- To receive any pre-agreed expenses for your volunteer role on time and at the agreed rates.

Your responsibilities as a volunteer of Nottinghamshire Wildlife Trust

As a volunteer we ask you to agree:

- To attend any relevant training or briefing sessions before and/or during your role with the Trust.
- To act at all times as a positive advocate and ambassador for the Trust and its aims.
- To attend at the agreed time(s) and date(s).
- To follow instructions and not put yourself or any other person at risk through your actions.
- To comply with all policies relating to health and safety, lone working, safeguarding, risk management, equality of opportunity and diversity.
- To treat all other volunteers, staff, trustees and members of the public with respect and courtesy at all times.
- To be reliable and meet the commitments you have made to the Trust.
- To inform your volunteer leader if you cannot perform your agreed role either temporarily or permanently.
- To inform your volunteer leader of any problems or concerns promptly.
- To respect confidentiality of data and personal information.
- To be mindful of the power of social media and make clear that any views expressed in relation to your volunteer role are your own and not those of the Trust.
- To provide feedback to us on your experience(s) to help improve our volunteer offer.