



VOLUNTEER POLICY

Outlook supports the use of volunteers within its services and has in place a formal volunteer program to coordinate all volunteer activities. The volunteer program operates under the guidelines of the 'The National Standards for Volunteer Involvement' ('Volunteering Australia' 2015).

Outlook believes that volunteer involvement in all areas of the organisation will:

- Significantly enhance the quality of Outlook's service delivery;
- Add skills, value and time to the primary, core and business objectives of the organisation; and
- Promote a wider community understanding of the disability sector.

Our volunteer program is based on the following structure:

- All work undertaken by volunteers will be of benefit to both the volunteer and Outlook;
- All time and work provided by volunteer's will be of their own free will and without coercion;
- All activities undertaken by volunteers will be for no financial payment;
- All activities undertaken will be under the appropriate supervision and/or direction of an Outlook employee;
- All volunteers will be treated with respect and gratitude.

Every effort will be made to ensure Volunteers work in an area of their personal interest or knowledge or skills; however, volunteer placements will be dependent on continual suitability and work availability. A volunteer can choose to terminate their role within Outlook at any time. Likewise, Outlook can terminate the 'Volunteer Agreement' with the volunteer, if the volunteer breaches their agreement or any of Outlook's policies and procedures, or, if there is insufficient work available. Ongoing volunteer placements will be subject to a satisfactory police check before induction, a Working with Children Check (if volunteering with Outlook One participants) and a signed Statutory Declaration every 12 months.

Outlook management is committed to providing a safe and healthy work place and environment in which the physical and psychological wellbeing of staff, service users and the community is protected. Outlook personnel are responsible for maintaining a safe and healthy workplace and environment in which the physical and psychological wellbeing of colleagues, service users and the community is protected.