



## Landscape of Grand Pré Inc. – Le Paysage de Grand-Pré inc.

### Volunteer Policy

Policy Sponsor:	Governance and Nominating Committee
Policy Contact:	Executive Director
Effective Date:	January 21, 2021
Approval:	Board of Directors
Approval Date:	January 21, 2021
Review Date:	Every three (3) years or as needed

#### 1. Overview

Landscape of Grand Pré Inc. (the “Corporation”) recognizes that volunteers play a very important role supporting its vision: *Our communities and partners work collaboratively and proudly to protect and champion the living cultural and agricultural landscape of Grand Pré for the world to appreciate.*

Volunteers also play a critical role in achieving the mission of the Corporation: *To protect, preserve and promote the Landscape of Grand Pré UNESCO World Heritage Site.* Volunteers engage the Corporation in the life of the communities that are connected to the Landscape of Grand Pré in powerful, mutually beneficial ways.

The Corporation recognizes the need for balance among several factors; the desirability of volunteer service; the need to protect volunteer interests; and the need to minimize risk to the volunteer and the Corporation.

The Corporation supports the *Volunteer – Bénévoles Canada* values and beliefs regarding volunteers (<https://volunteer.ca/>).

The Corporation believes that it shares the responsibility:

*To manage the contributions of volunteers with care and respect;*  
*To act with a sense of fairness and equity;*  
*To ensure that our services are responsible and accountable; and*  
*To demonstrate the practices of honesty and integrity.*

## **2. Definition**

A volunteer is an individual who willingly provides services or assistance to the Corporation without payment of fees, wages or salary and without any expectation of any kind of compensation other than reimbursement for approved incurred expenses.

## **3. Scope**

This policy applies to all volunteers providing services for the Corporation, including the various levels of volunteering, including:

Board of Directors;

Officers of the Corporation;

Committee members;

Individuals recruited for specific purposes as may be decided by the Board from time to time.

## **4. Recruitment**

The Corporation will prepare Terms of Reference for committees and ensure volunteers have the necessary experience, qualifications and training for the tasks to be performed. It is the responsibility of the Corporation to ensure volunteers know their roles and responsibilities, as well as the time commitment required.

All volunteers must agree to abide by all applicable Corporation policies and procedures, including its Code of Conduct and Communication Policy. As appropriate, volunteers in certain areas may be asked to complete screening procedures to ensure the volunteer may safely perform the task, which may include a criminal records check. Volunteers who do not agree to this may be refused a volunteer assignment.

Individuals who are still minors may volunteer. Where volunteer activities are assigned to a minor, the Corporation must be aware of and address any additional obligations or responsibilities including the obligation to seek and obtain the permission of parents/guardians, before minors are invited to volunteer.

For the purpose of this policy, a “minor” is a person under the age of 19.

## **5. Volunteer Service and Confidentiality and Nondisclosure Agreements**

With the exception of Directors of the Board, all volunteers including committee members must sign a volunteer service agreement. Staff of the Corporation who volunteer for special events do not need to sign an agreement.

Volunteers, who are not Directors of the Board, may be required to sign a confidentiality and nondisclosure agreement.

Volunteers will be provided with and acknowledge receipt of the following documentation:

- a) a copy of the Corporation's Volunteer Policy and other relevant policies of the Corporation;
- b) a copy of the signed volunteer service agreement;
- c) a clear description of the roles, responsibilities and accountability of the volunteer and those of the Corporation;
- d) any restrictions or requirements;
- e) the name and contact information of the person that the volunteer (or parent/guardian if applicable) is to contact if there are questions or concerns;
- f) contact information for the volunteer and, for minors, the contact information for the parent/guardian.

For each volunteer activity, the Executive Director will determine if any additional information should be added to the volunteer service agreement.

## **6. Training and Performance**

The Corporation will ensure all volunteers have training appropriate to their duties, including health and safety, accessibility, and confidentiality when applicable. It is the responsibility of the Executive Director to ensure all volunteers have a clearly identified person to contact if they have questions or concerns.

The Corporation will ensure that the volunteers clearly understand the need to follow health and safety legislation. The Corporation is required to provide a safe and healthy work environment which is reflective of applicable provincial and federal health and safety legislation.

## **7. Code of Conduct and Communication Policy**

- a) Volunteers are required to be familiar with, and comply with, the provisions of the Corporation's Code of Conduct (including conflict of interest) and Communication Policy, as may be amended or replaced from time to time.
- b) A conflict of interest exists when a volunteer's interests, whether personal or financial, interfere, or may be seen to interfere, with their role as a Corporation volunteer and the performance of their volunteer responsibilities.
- c) If a volunteer believes he/she may have a conflict of interest, or has questions about whether a duty or role assigned to them may result in a conflict of interest, they should notify the Executive Director or supervisor for consultation and advice.
- d) Volunteers should undertake their roles objectively and without direct or indirect benefit.

- e) Volunteers are responsible for maintaining the confidentiality of all personal or sensitive information to which they have access while serving as a volunteer. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Corporation.

## **8. Insurance**

The Corporation will carry adequate liability insurance to cover the activities of its volunteers.

## **9. Termination**

Both the Corporation and the volunteer shall have the right to terminate the volunteer relationship at any time, without notice.

## **10. Recognition**

The Corporation recognizes the value of volunteers and will implement ongoing methods of recognition of volunteer service.