

Volunteers Policy

The purpose of this policy is to outline the principles and procedures for the engagement and management of volunteers within the Women's Engineering Society (WES). It aims to ensure that volunteers are valued, supported, and provided with meaningful opportunities to contribute to the organisation's mission.

Scope

This policy applies to all individuals who volunteer their time and services to WES (referred to as "Volunteers").

Principles

WES is committed to:

- ✓ Recognising the valuable contributions of volunteers.
- ✓ Providing a safe and supportive environment for volunteers.
- ✓ Ensuring that volunteers are treated with respect and fairness.
- ✓ Offering opportunities for personal and professional development.

Recruitment and selection

WES is committed to equal opportunities and welcomes volunteers from all backgrounds. Volunteer opportunities will be advertised to members either through member communications and, in some cases, externally. Members interested in volunteering for a specific role or project, should express interest with a member of the WES team.

Certain roles require a more formal selection process (shadow boards, chair of special interest group roles) and volunteers may then be asked to complete an application form and, where appropriate, be involved in elections.

All volunteers will receive an induction and any necessary training to support them in carrying out their role effectively and confidently.

Volunteer Agreement

While volunteering with WES is not a contractual relationship, we provide each volunteer with a **Volunteer Agreement** to outline mutual expectations and support a positive experience.

The **Volunteer Agreement** is a written summary of:

- What WES commits to providing (e.g. induction, training, supervision, reimbursement of expenses)
- What we hope for from the volunteer (e.g. following relevant policies, fulfilling agreed responsibilities)

The agreement is not legally binding and does not create an employment relationship. Instead, it serves as a shared understanding to help volunteers feel supported, valued, and clear about their role within the organisation.

Volunteer Agreements are introduced during induction and can be revisited at any time to reflect changes in role or availability.

Volunteer Roles and Responsibilities

Each volunteer role will have a clear role description outlining the tasks, responsibilities, and expectations and the WES Staff Manager will provide guidance, support, and feedback.

Volunteers are expected to adhere to **Members and Volunteers Code of Conduct Policy** and uphold the organisation's values and standards and are encouraged to commit to a regular schedule (but WES recognises the need for flexibility).

Support and recognition

Volunteers will have access to ongoing support, including regular check-ins with their supervisor (a WES staff member or another volunteer) and opportunities for feedback.

WES will recognise and celebrate the contributions of volunteers through various means, such as awards, certificates, and public acknowledgment.

Problem resolution

Volunteers are encouraged to raise any concerns or issues with their supervisor. WES is committed to addressing and resolving problems promptly and fairly. In cases of serious misconduct, WES reserves the right to take appropriate disciplinary action, including termination of the volunteer arrangement.

Confidentiality

Volunteers must respect and maintain the confidentiality of sensitive information obtained during their volunteering activities.

Audit record

This document is reviewed every three years or as needed in response to internal or external triggers to ensure it remains current and aligned with any changes in laws, regulations, or company policies.

Role	Name	Date
Reviewer	Tristan Holland, Members and Partners Manager	09/07/25
Agreed by	Members Directors' Committee/V Pizzoni Chair	10/07/25
Approved by	Board of Trustees	02-09-25
Next Review	Apr 28	