

ORGANISATION NAME

VOLUNTEER TERMINATION POLICY

Introduction:

A termination policy and procedure is vital to ensuring that termination of a volunteer's involvement with Organisation Name is fair, equitable and reasonable based on the expectations, responsibilities and consequences of volunteer actions.

This volunteer policy and accompanying procedures are intended for use by Organisation Name's staff, volunteers, consultants and contractors.

Policy Statement:

Organisation Name has the right to terminate the involvement of any volunteer whose actions or language have not supported the vision and mission of the organisation and/or who has violated Organisation Name's policies, procedures, Code of Conduct and/or position responsibilities.

Leader of Volunteers and Supervisor Responsibilities

- The leader of volunteers will determine the responsibilities of each volunteer role, along with any associated expectations, boundaries, duties and rules that are appropriate.
- It is the responsibility of the leader of volunteers and every supervisor to ensure volunteers are aware of those expectations and responsibilities, and all possible consequences for failing to meet these expectations, breaching the Code of Conduct, or any other inappropriate behaviour.

Volunteer Responsibilities

- It is the responsibility of every volunteer to understand and abide by the expectations of the organisation and their specific role(s), and to be aware of this termination policy and related procedures.
- Volunteers will sign and abide by our Volunteer Code of Conduct, a copy of which is in the Volunteer Handbook.

Immediate Termination

- The following will be considered grounds for immediate termination and, in certain cases, involvement of the police:
 - Any action that puts the physical safety of any person at risk, including but not limited to violence or criminal negligence,
 - Any illegal act, including but not limited to theft, vandalism, or misuse of Organisation Name funds, equipment or materials,
 - Being under the influence of alcohol or impairment-causing drugs while performing volunteer duties.

Procedures

1. Any and all instances of failure to meet the requirements of the role, behave within the dictates of the Code of Conduct or any other relevant policy, and/or misrepresent or contravene the mission or values of Organisation Name will be discussed and followed up on with the volunteer. All such discussions will be documented and filed in the volunteer's record.
2. If such occurrences are egregious or repetitive, the volunteer will be advised, in person and in writing, that their involvement will be terminated if an immediate improvement is not forthcoming. A copy of this advisement will be filed in the volunteer's record.
3. The duration between the advisement and informing a volunteer of their termination will depend on the volunteer's engagement schedule (daily, weekly, monthly, occasional) but should allow enough time for volunteers to improve behaviour and performance if possible, but not long enough for their behaviour to cause harm to Organisation Name, its mission or other volunteers or staff.
4. A meeting will be held to inform the volunteer of the decision to terminate their involvement. This meeting should be in person when possible. Present at this meeting will be the volunteer, the direct supervisor of the volunteer and the leader of volunteers. The volunteer should be invited to bring another person for support purposes if they so wish. This meeting is strictly to inform the volunteer of the decision and explain the reasons, not to potentially change the decision.
5. At the meeting or, in the case of the volunteer not attending the scheduled meeting, by email, the volunteer will be supplied with notification of their termination in the form of a letter, signed by the leader of volunteers and the Executive Director.
6. If there is significant rancour over the termination, Organisation Name will inform legal counsel of the situation, and any violence or threats of violence or reprisal will be reported to the police.
7. The volunteer's record will be made inactive, and be stored as per the Volunteer Record Management Policy, to be found in the Volunteer Handbook.