



## Volunteer Policy

### 1. Purpose

The purpose of this volunteer policy is to outline the guidelines and expectations for individuals offering their time and services as volunteers to DerDieDas Inc. / DerDieDas.

### 2. Definition

“Volunteers” in this policy are all individuals who have a volunteering agreement with DerDieDas.

### 3. Eligibility

Applicants must meet the following criteria to be considered for a volunteering role:

- Must be 18 years and over or, if under 18, must have a guardian to co-sign the volunteer agreement
- Working with Children Check
- Have the skills to perform the tasks as per the respective position description or are willing to engage in training to acquire the necessary skills within a reasonable timeframe
- Be passionate about the role and keen to promote the organisation's purpose

### 4. Orientation and Training

All volunteers will receive an induction to be able to succeed in their volunteering role with DerDieDas Inc.

### 5. Responsibilities and Expectations

Volunteers are expected to:

- Fulfill assigned duties responsibly, timely and accurately
- Adhere to the DerDieDas Inc.'s policies, procedures and values
- Maintain confidentiality of sensitive information
- Act in the best interest of DerDieDas Inc., its members, participants, and fellow volunteers

### 6. Duration of Service

The volunteer's commitment ends with either party terminating the volunteer arrangement as per section 8. Termination.

### 7. Recognition and Benefits

DerDieDas Inc. recognises the value volunteers bring to the organisation and will endeavour to recognise this in various forms as relevant or detailed in the volunteer agreement.

### 8. Termination

The volunteer agreement ends with one of the following events:

- reaching of the agreed end date to the volunteer appointment (if applicable/ agreed on)
- resignation by the volunteer in writing (via email to [DerDieDasMelbourne@gmail.com](mailto:DerDieDasMelbourne@gmail.com))
- termination by DerDieDas Inc. in writing (via email, providing reasons for the decision)

### 9. Insurance and Liability

Volunteers are covered by DerDieDas Inc.'s Public Liability insurance when performing their duties.