

# Volunteer Rights and Responsibilities Outline

## 1. Introduction

This document outlines the rights and responsibilities of volunteers within the organization.

## 2. Volunteer Rights

- To be treated with respect and dignity
- To receive adequate training and support
- To be informed about organizational policies and procedures
- To work in a safe and healthy environment
- To receive recognition and feedback for their contributions
- To ask questions and express concerns
- To decline tasks or roles they are uncomfortable with

## 3. Volunteer Responsibilities

- To uphold the mission and values of the organization
- To fulfill assigned tasks to the best of their ability
- To comply with organizational policies and procedures
- To respect confidentiality of sensitive information
- To communicate availability and notify of absences
- To act respectfully towards staff, fellow volunteers, and clients
- To seek clarification when instructions are unclear

## 4. Agreement

By signing below, the volunteer acknowledges understanding and acceptance of these rights and responsibilities.

Volunteer Name:

Date:

Signature:

**Submit**