



**POLICY**

**Volunteer Guidelines Policy**

**APPROVED BY**

Council (September 8, 2017 – CO-17-74)

**VOLUNTEER GUIDELINES PURPOSE**

The Volunteer Guidelines help to support Engineers and Geoscientists BC operations and in good governance, provide volunteers with resources to support them in their involvement with Engineers and Geoscientists BC and educate and inform volunteers of important policies and procedures that are applicable to them.

**VOLUNTEER GUIDELINES ACCESS AND DISTRIBUTION**

2.1 The Volunteer Guidelines are available online through the Engineers and Geoscientists BC website and are accessible to all members who have logged in via their User ID and Password. Non-members interested in becoming volunteers will be given special access to the website so that they can access the Volunteer Guidelines, as required.

2.2 Communications directing volunteers and prospective volunteers to the Volunteer Guidelines will occur proactively by Human Resources with any required follow up being communicated by the Support Staff that liaises with them in relation to their function as a volunteer. This ensures that all existing and prospective volunteers are given the opportunity to review the Volunteer Guidelines, ask questions regarding the document's content and confirm their understanding of and their agreement to abide by it.

**VOLUNTEER GUIDELINES ACKNOWLEDGEMENT**

3.1 The Volunteer Guidelines contain sections that Engineers and Geoscientists BC is legally required to have all volunteers agree to abide by. These sections include Bullying, Harassment and Violence. Other sections also assist in limiting Engineers and Geoscientists BC's general liability. For those reasons, this policy requires all volunteers to confirm their understanding of and their agreement to abide by the Volunteer Guidelines.

3.2 Upon completing their review of the Volunteer Guidelines online, all existing volunteers and prospective volunteers are required to confirm electronically, where indicated on the document, that they have read, understand and agree to abide by the Volunteer Guidelines. All confirmations are tracked by Human Resources through Qlikview and are based on the login used.

3.3 Existing volunteers that have not confirmed electronically that they have read, understand and agree to abide by the Volunteer Guidelines within 30 days of their initial release of the

document will no longer be permitted to function in the capacity of Volunteer with Engineers and Geoscientists BC.

3.4 New volunteers will only be able to function in the capacity of Volunteer with Engineers and Geoscientists BC once they have provided the electronic confirmation that they have read, understand and agree to abide by the Volunteer Guidelines.

3.5 Sections 3.3 and 3.4 do not apply to elected and currently sitting members of Council.

3.6 In the event that a Council member is alleged to have breached the provisions of the Voluntary Guidelines, the matter will be referred to the President for investigation and appropriate action unless the non-compliance involves the President, in which case the report must be made to the Vice President. The actions to be taken by the President or Vice President, as appropriate, will be in accordance with the procedures set out in the 'Implementation of Council's Code of Conduct' as appended to Council Governance Policy CG-6 Code of Conduct for Council Members.