

Volunteer Policy

Outline of Responsibilities

SaskOutdoors will outline the responsibilities, tasks and necessary skills of the volunteer position.

Training

Volunteers will receive orientation/training as needed as part of their volunteer service with SaskOutdoors. Volunteer orientation provides an overview of SaskOutdoors, its mission, history and goals. The orientation is designed to provide a framework for volunteering.

Accessibility

SaskOutdoors strives to make volunteer opportunities accessible depending on the specific nature of the role.

Youth Volunteer and/or Service Learning

Volunteers, under 18, must have written consent of a parent or guardian before volunteering. Students volunteering for service learning credit hours for their school, must submit school name and contact information before volunteering.

Evaluation

Volunteers receive periodic evaluations to review their performance. The evaluations allow for the volunteer and SaskOutdoors Representative to suggest changes, seek suggestions and enhance relationships

Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers and staff at SaskOutdoors. The following are only some examples of inappropriate conduct which could lead to dismissal:

- Theft or inappropriate removal or possession of SaskOutdoors' property or that of any SaskOutdoors volunteer, staff, program/event participant, including failing to cooperate fully in any SaskOutdoors investigation.
- Altering SaskOutdoors reports or records.
- Volunteering under the influence of alcohol, marijuana or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
- Jeopardizing the safety of others.
- Improper use of SaskOutdoors' property or property owned by any other individual or organization.
- Lack of cooperation, or other disrespectful conduct.
- Violation of SaskOutdoors, federal, provincial, or local safety and health rules.
- Inappropriate use of telephones, computer equipment or systems, mail system, e-mail system, or other SaskOutdoors-owned equipment.
- Unauthorized disclosure of SaskOutdoors proprietary or confidential information.
- Unsatisfactory performance or conduct.

Safety and Liability

SaskOutdoors aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify the General Manager immediately. Volunteers should also complete an incident report (located within the Risk Management Policy) and submit the report to the General Manager.

SaskOutdoors' general liability coverage, with some limitations and exclusions, protects volunteers for covered injury or damage that results from activities or service that volunteers conduct or perform at SaskOutdoors' direction and within the scope of their duties for SaskOutdoors. SaskOutdoors' general liability coverage does not provide coverage to volunteers themselves for liabilities they may have incurred for their actions. SaskOutdoors' volunteer accident insurance coverage covers some injuries to volunteers while volunteers are performing volunteer service on behalf of SaskOutdoors.

In some instances, volunteers must sign a release absolving SaskOutdoors of liability when SaskOutdoors volunteers voluntarily and knowingly subject themselves to certain risks while performing volunteer services on behalf of SaskOutdoors.

If the volunteer will be spending time alone with minors, a criminal record check is required.

Contact the General Manager with questions or for more information about insurance and liability.

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for SaskOutdoors. Upon the approval of the General Manager, volunteers need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement. Reimbursement for travel to and from volunteer service by motor vehicle is based on SaskOutdoors' current mileage reimbursement rate.

Reimbursement for travel to and from volunteer service by public transportation is based on actual out-of-pocket expenses which must be substantiated by receipts or ticket stubs. Reimbursement requests must be submitted to the General Manager.

Emergency Closings

SaskOutdoors strives to ensure the safety of all volunteers. In the event of inclement weather, volunteers will be responsible for contacting the program/event facilitator or volunteer site that they will not be performing their scheduled service. If SaskOutdoors cancels a program/event, the General Manager or program/event facilitator will notify volunteers of the cancellation.

Safety and Security

SaskOutdoors desires to provide a safe volunteer environment. Volunteers are responsible for using the following common-sense suggestions to help ensure a safe environment:

- Be aware of any unknown person who comes into your area and is not accompanied by a staff member.
- Never leave your purse, wallet, or other valuable items on or under your desk. Keep these items out of sight. Keep your wallet or purse with you at all times or keep them in a secure drawer or cabinet. Avoid carrying large sums of money.

SaskOutdoors is not responsible for lost or stolen personal property. SaskOutdoors will not reimburse a volunteer for any personal property which disappears from a volunteer site.

Use of SaskOutdoors Property and Equipment

Any equipment, machines, or tools which appear to be damaged, defective, or in need of repair should be reported to the General Manager. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. SaskOutdoors owned or rented equipment are to be used for SaskOutdoors business purposes only and may not be borrowed for personal use.

Return of Property

Volunteers are responsible for SaskOutdoors property which includes all materials, files, keys, passwords or any other written or electronic information issued to volunteers or in a volunteer's possession or control. All SaskOutdoors property must be returned on or before the volunteer's last day. SaskOutdoors may take all actions deemed appropriate to recover or protect its property.

Discrimination and Harassment

SaskOutdoors is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. SaskOutdoors encourages volunteers to bring any incidents of harassment to the immediate attention of the General Manager or Board President.

Conflict of Interest

SaskOutdoors recognizes the importance of a volunteer's duty to SaskOutdoors, and to its members and supporters, to act in a manner that merits public trust and confidence.

Each volunteer must act in all matters in a manner that will safeguard the reputation and integrity of SaskOutdoors and will preserve and strengthen public confidence in SaskOutdoors activities. Likewise, volunteers must refrain from engaging in any transaction in which personal interests conflict, potentially conflict or appear to conflict with those of SaskOutdoors.

An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain for yourself or for a relative as a result of SaskOutdoors activities. For the purposes of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the volunteer is similar to that of persons who are related by blood or marriage. Refer to conflict of interest policy.

Participation in any activity prohibited by this policy can result in the termination of volunteer service.

Record Management

SaskOutdoors maintains records on volunteers. Records include dates of volunteer service, positions held, duties performed, evaluation of volunteer performance, training attended and awards/recognitions received. Volunteer records, including application, reference checks and background checks, are confidential. Volunteers are responsible for submitting and updating information contained in their files to the General Manager.

Approved By:

Andrea Nelson/Heather Maurer

Review Date:

Date:

May 3, 2020
