

Razzberry's Tech Services Inc.

Volunteer Policy

Effective Date: 07 October 2024

1. Purpose

The purpose of this Volunteer Policy is to establish guidelines for the recruitment, engagement, and management of volunteers at Razzberry's Tech Services Inc. This policy aims to provide a framework for volunteer participation, ensuring a positive and productive experience for both volunteers and the organization.

2. Definition of a Volunteer

A volunteer is an individual who provides services to Razzberry's Tech Services Inc. without financial compensation. Volunteers contribute their time, skills, and expertise to support the organization's mission and objectives.

3. Volunteer Rights and Responsibilities

Rights:

- Volunteers have the right to be treated with respect and dignity.
- Volunteers have the right to receive proper orientation and training for their roles.
- Volunteers have the right to a safe and healthy working environment.
- Volunteers have the right to be recognized for their contributions.

Responsibilities:

- Volunteers are expected to adhere to the policies and procedures of Razzberry's Tech Services Inc.
- Volunteers must communicate effectively with staff and other volunteers.
- Volunteers are responsible for maintaining confidentiality regarding sensitive information.
- Volunteers are expected to report any issues or concerns to their supervisor.

4. Recruitment and Selection

Razzberry's Tech Services Inc. is committed to providing equal opportunities for all individuals interested in volunteering. The recruitment process will include:

- An application form to assess skills and interests.
- An interview to determine suitability for specific roles.
- Background checks, where necessary, to ensure the safety of vulnerable populations.

5. Training and Support

Volunteers will receive:

- Orientation sessions to familiarize them with the organization's mission, programs, and policies.
- Ongoing training to enhance their skills and knowledge.
- Regular supervision and support from designated staff members.

6. Time Commitment

Volunteers will be asked to commit to specific timeframes, as agreed upon during the recruitment process. Flexibility will be considered, and volunteers can discuss adjustments with their supervisor as needed.

7. Evaluation

Volunteers will receive feedback on their performance regularly. Constructive feedback will be provided to help volunteers grow and develop their skills.

8. Recognition

Razzberry's Tech Services Inc. values the contributions of its volunteers. Recognition will be given through:

- Regular appreciation events and activities.
- Certificates of recognition for service milestones.
- Acknowledgment in newsletters and social media.

9. Safety and Insurance

Razzberry's Tech Services Inc. is committed to providing a safe environment for all volunteers. Volunteers are covered under the organization's liability insurance while performing their duties.

10. Termination of Volunteer Service

Volunteers may withdraw from their roles at any time. The organization reserves the right to terminate a volunteer's service if their actions do not align with the mission and values of Razzberry's Tech Services Inc. Reasons for termination may include:

- Breach of confidentiality.
- Insubordination or failure to follow policies and procedures.
- Behavior that poses a risk to others or the organization.

11. Amendments

This Volunteer Policy may be reviewed and amended periodically to ensure its effectiveness and relevance.

Approval:

Mitchell Laframboise

Executive Director

Razzberry's Tech Services Inc.

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