

# HALLÉ

## MUSIC DIRECTOR SIR MARK ELDER CBE

### WWW.HALLÉ.CO.UK

#### **Volunteers Policy**

The Hallé Concerts Society believes the relationship with volunteers is one of mutual responsibility and commitment within which both partners have rights and responsibilities. In the Society it is understood that a volunteer is a person who does voluntary work at the direction and under the supervision of paid staff by choice and with no remuneration.

#### **Equal opportunities and diversity**

The Society is committed to the development and use of procedures and practices which do not discriminate on grounds of sex, sexual orientation, marriage, race, ethnicity, age or disability and which provide genuine equality of opportunity for all employees/volunteers and prospective employees/volunteers.

#### **Recruitment and training**

- The Hallé's equal opportunities policy will be followed when recruiting and selecting volunteers.
- Every effort will be made to match the volunteer's skills, talents and interests to the task.
- All volunteers will receive appropriate training and support from a member of Hallé staff.
- All applications will be responded to within 4 weeks.

#### **Supervision and support**

- The Hallé is committed to the management of volunteers and will invest financial and personnel resources for this purpose.
- All volunteers will be given information on legislation or policies which may affect them.

#### **Health and safety**

- All volunteers will receive a health and safety briefing before commencing work on their first day.
- Volunteers will be required to adhere to the Society's health and safety policy and sign a health and safety agreement.

#### **Responsibilities of Volunteers**

- To provide emergency contact details.
- To carry out their tasks in a way which corresponds to the aims and values of the Society.
- To respect the confidentiality of the Society.
- Be reliable.
- To work within agreed guidelines and remits.
- To comply with the Society's policies and procedures (please ensure you request the relevant information from your supervisor/paid member of staff).
- Where appropriate, be capable of fulfilling the requirements of CRB clearance.

#### **Expenses**

- Reasonable out of pocket expenses to be paid as agreed in advance with their supervisor.

#### **Rights of Volunteers are:**

- to know what is expected of them and be provided with necessary training;
- to know what their rights and responsibilities are;
- to be provided with health and safety information and be given an induction on their first day;
- to have safe working conditions;
- to be free from discrimination;
- to withdraw from voluntary work;
- to complain to a supervisor if they are unhappy with their treatment by either Society staff or other volunteers.