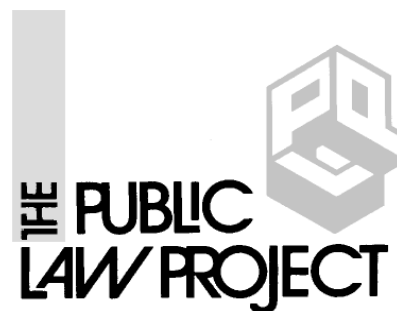


THE PUBLIC LAW PROJECT

VOLUNTEER POLICY AND PROCEDURE



This policy applies to both administrative and legal volunteers.

1. Availability of volunteer positions

PLP will usually engage part-time volunteers to assist the administrator and solicitors. The number of volunteers may vary depending on the space available and the projects and casework being undertaken by PLP at any particular time.

2. Recruitment

PLP will advertise as required in appropriate media. All applicants must complete an application form that will be sent on request, and is available from our website. Shortlisted applicants will be interviewed.

3. Selection

Placements will match the volunteer's skills, experience, and interests with the organisation's needs and will take into account the applicant's reasons for applying and commitment to PLP's objectives. Appointment is subject to receipt of two satisfactory references.

4. Time commitment

PLP usually asks for a commitment of up to 2 days per week. However, the required time commitment may vary and may be greater for certain projects.

5. Nature of duties

The volunteer will be expected to perform a mix of duties at least some of which will be clerical. Nature of duties will be discussed with the volunteer at the start of the volunteer period. The nature of duties may change during the volunteer period due to the activities of the Project.

6. Supervision

The volunteer will be supervised by and accountable to whichever member of staff has set the projects the volunteer undertakes. Therefore, the supervisor may change during the volunteer period.

7. Reviews and assessment

A review will take place after the first month, periodically thereafter and as requested by the volunteer. Reviews will normally be conducted by the volunteer's current supervising staff member.

8. Expenses

Travel and other reasonable expenses incurred while carrying out PLP business will be reimbursed to the volunteer. Expenses must be approved by the supervising staff member before being incurred. Expense claims will be submitted to the Administrator for payment.

9. Status of Volunteer

The volunteer is not an employee of PLP and is not paid a salary, only expenses, as set out above.

10. Timesheets

If requested to do so, the volunteer will submit timesheets on a regular basis to the Administrator, noting hours and general description of work done.

11. Equal opportunities

PLP will treat all volunteers fairly and equally, in accordance with its equal opportunities policy. Regard will be had to the equal opportunities policy in all aspects of PLP's work carried out by Management Committee members, staff and volunteers.

12. Protection of Staff

A volunteer will not be used to replace an established staff post. No established post-holder will be made redundant as a result of the appointment of a volunteer. If applying for a staff position the volunteer will be treated the same as an outside candidate.

13. Confidentiality

The volunteer is responsible for maintaining the confidentiality of all privileged information acquired while serving as a volunteer, whether such information involves a single member of staff, another volunteer, a client or other person or involves the overall business of the organisation. The volunteer is not authorised to speak to the media on matters which directly relate to affairs of the organisation or otherwise represent the organisation to the public or outside bodies.

14. Management Committee

The management committee will have one member designated to deal with volunteer issues and to whom the volunteer will be referred as a last resort should a problem arise which cannot be resolved through discussions with staff members.

15. Grievances and Disciplinary Action

The volunteer will be encouraged to discuss any problems that may arise with the supervising member of staff. Should this discussion not resolve the matter, the volunteer will be invited to discuss this with another member of staff and finally, if necessary, with the designated management committee member.

16. Duration and termination of volunteer period

The period will be as agreed between the volunteer and staff and may be renewable upon the agreement of both sides. The arrangement may be terminated at anytime by the supervising staff member or the volunteer. The volunteer is requested to give reasonable notice consistent with the nature of the work involved.

17. References

When requested by the volunteer, a reference will be provided detailing the work undertaken.