

## TI IRELAND VOLUNTEER POLICY

- 1. Introduction.** Transparency International (TI), the world's leading organisation combating corruption, is an independent non-profit and non-partisan NGO committed to the principles of Transparency, Accountability, Integrity, Solidarity, Courage, Justice and Democracy. TI Ireland is the Irish chapter of the movement. Its vision is an Ireland that is open and fair – and where entrusted power is used for the common good. Its mission is to empower people with the support they need to promote integrity and stop corruption in all its forms. In pursuit of this vision, TI Ireland works with employed staff, paid consultants, volunteers and interns, collaborating together as one team.
- 2. Mission and vision for volunteering.** TI Ireland regards volunteers as a valuable resource who support the organisation in achieving its mission and encourages their involvement within appropriate activities. Volunteers are deemed as those individuals of integrity who espouse TI Ireland's principles, vision and mission, and who work on a full or part-time basis without pay. We aim to support, supervise and recognise our volunteers to the best of our ability and capacity, and to act quickly and fairly if difficulties arise.
- 3. The role of staff in delivering volunteering.** Each volunteer will report to – and be supported by – a specific member of staff, who will be assigned depending on the nature of that volunteer's role.
- 4. Volunteer roles.** For all voluntary assignments, a role description and (if appropriate) person specification<sup>1</sup> will be authorised by the Chief Executive and provided to each volunteer prior to their appointment. The role description should contain a brief overview of the volunteers' role, their key responsibilities, their starting and finishing dates, their normal place of work, and the name and/or job title of their allocated supervisor. The role description may be amended in joint agreement between the volunteer and their allocated supervisor but must be authorised by the Chief Executive. Voluntary roles should be for a defined time period and should last for no longer than one year, after which they should be reviewed, updated as appropriate and can be renewed, subject to mutual consent.
- 5. Matching volunteers to the right roles.** Volunteers fulfil different roles within TI Ireland, which each require different skills, qualifications and levels of commitment. Appointment as a volunteer of TI Ireland will be subject to criteria determined by the Chief Executive. This may include interview, references and appropriate background checks. All volunteers are expected to observe the spirit of the TI Ireland Code of Conduct insofar as it is relevant to their activities and should sign the Code of Conduct on their induction.
- 6. Equality, diversity and inclusion.** TI Ireland is committed to embracing diversity and promoting equality and inclusion, as set out in the Dignity at Work policies (A.2 and A.3), the Diversity and Inclusion policy (D.1) and other relevant policies in the TI Ireland Staff Handbook.
- 7. Induction and training.** TI Ireland will endeavour to provide volunteers with induction and relevant and ongoing training and evaluation where resources and circumstances permit.

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<sup>1</sup> The role description will outline the main duties for the specific volunteer role, and the person specification will outline the required and desirable experience, skills and aptitudes for the role.

8. **Health and safety.** TI Ireland is committed to providing a safe working environment for its staff, volunteers and interns – who also have responsibilities towards their own and others' health and safety, as set out in the General Health and Safety Responsibilities policy (F.1) and other relevant policies in the TI Ireland Staff Handbook.
9. **Expenses.** Reasonable and necessary out-of-pocket expenses incurred by a volunteer in the course of their work for TI Ireland will be paid upon prior agreement with their supervisor and in accordance with TI Ireland's Expenses policy (G.5).
10. **Recognising volunteers.** TI Ireland appreciates and values the contribution of its volunteers. Subject to each individual's consent, TI Ireland will seek to publicly recognise the contribution of its volunteers, for example, by publishing their names on the organisation's website.
11. **Managing challenging situations.** TI Ireland is committed to a work environment that promotes honesty and openness, as set out in the Open Door policy (G.7). More serious concerns raised by, or about, volunteers and staff can be pursued through the Grievance Procedure (C.2), the Protected Disclosures policy (G.13) or other relevant policies/procedures in the TI Ireland Staff Handbook.
12. **Confidentiality.** Given the often-sensitive nature of TI Ireland's work, volunteers are expected to adhere to the highest standards of confidentiality, discretion and data protection, as set in the Confidentiality policy (G.6), the Data Protection policy (G.18) and other relevant policies/procedures in the TI Ireland Staff Handbook. All volunteers should sign the Non-Disclosure Agreement (G.18 - Appendix 18) and return it to their allocated supervisor on their induction. It is emphasised that failure to maintain confidentiality could be considered a serious matter and may result in a volunteer's role being discontinued. For its part, TI Ireland is committed to preserving the confidentiality of its volunteers' personal information, as set out in the Employee and Volunteer Data & Files and Data Protection policy (D.14), the Data Protection policy (G.18 and appendices) and other relevant policies/procedures in the TI Ireland Staff Handbook.
13. **Media and social media.** As representatives of TI Ireland, volunteers are responsible for presenting a positive image of the organisation to the outside world. Volunteers must seek prior approval from their supervisor before undertaking any communications that might affect the organisation. TI Ireland's expectations and standards for relevant personal and work use of social media by its employees, volunteers and interns are set out in the Information Technology, Internet and E-mail policy (E.1) and other relevant policies/procedures in the TI Ireland Staff Handbook.
14. **End of service.** Set time periods, including any probationary/trial period (if appropriate), should be included in all volunteers' role descriptions and be signed off by the Chief Executive. Volunteers will be informed of such periods before appointment. Due to the nature of volunteering, these roles may be discontinued at any time by TI Ireland or by the volunteer themselves. At the end of a volunteer's time with TI Ireland, their allocated supervisor will wherever possible hold an informal exit interview with the volunteer to thank them for their contribution, to ask for any feedback and to collect any TI Ireland documents and/or other assets.
15. **Policy review.** This policy will be reviewed every five years, or sooner if required due to changes in relevant legislation, best practice or significant organisational change.