



Volunteer management is an important aspect of any HAAF's operations. The following human resources policy provides guidelines on how the HAAF manages volunteers effectively and efficiently.

1. Recruitment and Selection

1.1 All volunteers will be selected on the basis of their skills, experience, and suitability for the role.

1.2 The HAAF will ensure that volunteer recruitment is conducted fairly and without discrimination, in accordance with relevant UK legislation.

1.3 The HAAF will provide volunteers with a clear role description, outlining the tasks and responsibilities expected of them.

2. Training and Development

2.1 All volunteers will receive appropriate training and development to enable them to carry out their roles effectively.

2.2 The HAAF will provide ongoing support and supervision to volunteers to ensure they are able to perform their roles to the best of their ability.

3. Health and Safety

3.1 The HAAF will ensure that all volunteers are provided with a safe working environment.

3.2 Volunteers will be informed of the HAAF's Health and Safety policies and procedures.

3.3 Volunteers will be encouraged to report any health and safety concerns to the HAAF's designated Safety officer.

4. Expenses and Benefits

4.1 The HAAF will reimburse volunteers for any reasonable expenses incurred while carrying out their roles.

4.2 Volunteers will not be entitled to any other benefits or remuneration.

5. Equal Opportunities and Diversity

5.1 The HAAF will not discriminate against volunteers on the basis of their race, gender, sexuality, age, religion, or any other characteristic protected under UK legislation.

5.2 The HAAF will take steps to ensure that its volunteer programme is accessible and inclusive to all members of the community.

6. Grievance and Disciplinary Procedures

6.1 Volunteers will have access to the HAAF's grievance and disciplinary procedures.

6.2 The HAAF will ensure that all grievances and disciplinary issues are dealt with fairly and impartially.

7. Confidentiality and Data Protection

7.1 Volunteers will be required to sign a confidentiality agreement to protect the HAAF's sensitive information.

7.2 The HAAF will comply with all relevant data protection legislation, ensuring that volunteers' personal information is kept secure and confidential.



8. Termination of Volunteer Agreement

8.1 The HAAF reserves the right to terminate a volunteer's agreement if they fail to comply with the HAAF's policies and procedures.

8.2 Volunteers will be given notice of termination and will have the right to appeal the decision.

This policy provides a framework for managing volunteers in a fair and consistent manner. The HAAF will review this policy regularly to ensure it remains up-to-date and relevant.