

CAREER DEVELOPMENT CENTRE

VOLUNTEERING: RIGHTS AND RESPONSIBILITIES

You have the right:

- To receive adequate guidance and feedback
- To have a volunteer role description provided by the external organisation
- To give only as much time as you want
- Not to be a replacement for paid staff
- To a safe environment
- To receive sufficient training
- To claim out of pocket expenses
- To equal opportunities
- To confidentiality
- To complain
- To say no
- To withdraw from volunteering at any time.

You have the responsibility:

- To agree to a time commitment and uphold that commitment
- To be punctual and reliable
- To inform your project leader in good time if you cannot attend
- To respect confidentiality
- To respect others
- To be honest
- To look after your own safety
- To adhere to all Career Development Centre and external organisation policies
- To recognise that you are a representative of the University of Westminster when volunteering and to behave with maturity.