



Volunteer Policy

A. Introduction

The Naturist Action Group (NAG) provides a campaign platform for naturist issues and we work with many naturists in the UK. Our twin aims:

To campaign on behalf of naturism to the Government and national representative bodies

To educate the public and promote awareness about naturism

To achieve these aims NAG undertakes 'To promote non-sexual social nudity as a lifestyle within British society, leading to better health and well being among individuals, and to greater self-respect, respect for others and of our environment.'

In line with this mission NAG seeks to involve volunteers who can:

Provide new skills, competencies and perspectives to achieve our aims

To extend our reach to individuals and organisations beyond the naturist community

B. Principles

This volunteer policy is underpinned by the following principles:

- B.1. NAG recognises that, as volunteers, working for Naturist Action Group is not your principal activity. Wherever possible, NAG volunteers will work within a supported team.
- B.2. NAG recognises that volunteers require support from time-to-time (that may include training) for them to carry out their work effectively.

C. New Projects

- C.1. Individuals who would like to pursue their own projects under the auspices of Naturist Action Group may do so with prior agreement. In the first instance contact with the Management Collective should be made to discuss details of their proposal.

D. Out of Pocket Expenses

- D.1. Volunteers who are working on behalf of NAG away from home shall have reasonable out of pocket expenses reimbursed on production of a receipted expenses claim to the treasurer. Excessive and/or unjustifiable claims, including frequent claims, will be challenged.
- D.2. Management Collective will reimburse out of pocket expenses of less than £5.00 per day for up to three consecutive days, for travel and subsistence, without prior arrangement.
- D.3. The Management Collective **must** clear any planned expenses claim for more than £15.00 **before** any expenditure is made by the volunteer. This may include the cost of travel and/or overnight accommodation, in addition to subsistence. In the first instance, contact should be made with the project leader or the treasurer.
- D.4. Volunteers may donate a sum equal to the amount of their expenses claim as a 'benefit in kind' to Naturist Action Group by informing the treasurer that that is their desire instead of asking for reimbursement.

E. Practical Guidelines

The following guidelines deal with some of the practical aspects of volunteer involvement.

E.1. Support

- E.1.i. Each project will have a named project leader, who will be accountable to the Management Collective. It may also have a project co-ordinator, who will not be a member of the Management Collective, but accountable to the project leader. Either the project leader or project co-ordinator will act as a named point of contact for volunteers, with whom they can discuss the work being undertaken and any problems that may arise.
- E.1.ii. In keeping with our stated principles, a project may have other volunteers assigned to it. This will allow tasks within a project to be completed by other team members, if necessary, by prior arrangement between volunteers within the project, and with the knowledge of their named contact.

E.2. Equal Opportunities

E.2.i. Naturist Action Group considers all volunteers, regardless of their gender or ethnic background, as of equal value. The guiding principle when choosing volunteers for a particular project will be the nature of the work, and the skills and competencies required.

E.3. Recruitment

E.3.i. Notices of any volunteering opportunities will be posted on the Naturist Action Group's website, and given to the naturist media where possible.

E.4. Volunteer Agreements

E.4.i. All volunteers shall have a 'volunteer agreement' drawn up by the Management Collective (with assistance of the Project Leader, if independent) that gives an outline of the work to be undertaken and its scope.

E.4.ii. The agreement will also state what support (if any) will be provided to enable the volunteer to carry out the task. It will also indicate if there are other volunteers involved with the project and/or activity.

E.4.iii. The 'volunteer agreement' can take the form of an email or letter, and will not constitute a contract of employment.

E.5. Problem Solving

We aim to identify and solve problems at the earliest possible stage. The following procedure has been drawn up for dealing with complaints either by or about volunteers.

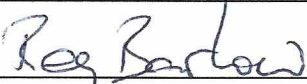
E.5.i. In the first instance, complaints should be raised with their named contact person. If the volunteer still feels dissatisfied following this, they should contact NAG's chairperson directly with their concerns.

E.5.ii. If the person the volunteer wishes to complain about is their named contact, the volunteer should contact NAG's chairperson directly.

F. Confidentiality

F.1. From time-to-time, NAG handles confidential and/or sensitive information for some of our projects. All volunteers will be expected to comply with NAG's Data Protection Policy provisions regarding confidentiality of personal data.

This policy has been agreed by the Management Collective and signed by the chairperson

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| Signature |  | Date: | 24/2/2016 |
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Version Control

| Version | Date Issued | Amendment |
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