











CIOL/loLET. Any volunteer using social media in CIOL/loLET's name should refrain from posting comments that might place the organization in a difficult position or potentially damage their reputations, and ensure that statements posted in the name of CIOL/loLET are professional in tone and content. If required, advice on what is or is not considered appropriate can be obtained from Debbie Butler, CIOL Communications and Marketing Manager. For more information, see our social media policy and for those who are CIOL members, in the Code of Professional Conduct.

## Volunteering while claiming welfare benefits

The only money that volunteers will receive from CIOL/loLET is in excess reasonable out-of-pocket expenses. In most cases, volunteering is unlikely to affect the volunteer's eligibility to claim benefits. However, it is important to check the rules of the benefit you are claiming.

## Ending the volunteer arrangement

The duration of the volunteer arrangement will depend on the requirements of the role. CIOL/loLET. In line with CIOL policy governing the length of service on its committees and boards (including directors and societies), members and volunteers are required to step down after a maximum of six years to allow participation by others. It is not our policy to provide official references for the work undertaken by our volunteers, but we may confirm the dates and nature of the volunteer role if requested. Volunteers can, of course, step down at any time by giving written notice to CIOL or loLET as appropriate.

## Volunteer agreement and roles

When you take on a volunteer role you will be agreeing to abide by this Volunteer Policy and other CIOL/loLET's policies and procedures such as but not limited to:

- Equality, Diversity and Inclusion
- Health and Safety
- Privacy
- Social Media

Information on work at our sites is reviewed annually, and based on a risk assessment of the work. This is done by the Health and Safety Committee, which is made up of representatives from all areas of the organization.

## Monitoring and evaluation

This policy will be reviewed annually. The views of staff, Council members and of CIOL and loLET volunteers will be sought in conducting the review. The date of the next review is in October 2018.