



Tees Heritage Trust Ltd

Volunteer Handbook

Welcome to Tees Heritage Trust

The Council of Management is delighted to welcome new and existing volunteers to Tees Heritage Trust (THT). The work in the historic environment we undertake is something we are incredibly passionate about and with the help of our members and volunteers we have achieved some significant successes in the Tees Valley.

This employee handbook outlines the key information and expectations regarding volunteering including policies and procedures.

Charles Morris
Chair of the Trust

1. Our Strategic Aims and Vision

Tees Heritage Trust prides itself on the preservation and enhancement of the historic environment and places people at the heart of everything we do.

THT exists to preserve and enhance for the benefit of the people of the Tees Valley whatever of its historical, architectural, artistic, archaeological, constructional and environmental heritage may exist in and around and to promote an enjoyment and understanding of its heritage.

Our charitable objects:

- To preserve for the benefit of the people of the Tees Valley and of the nation at large, whatever of the English historical, architectural, artistic, archaeological, constructional and environmental heritage may exist in and around the Tees Valley in the form of buildings,* land, artefacts, or other objects of particular beauty or historical, architectural, artistic, archaeological, constructional, or environmental interest.

**(including any building as defined by Section 336(1) of the Town and Country Planning Act 1990)*

- To promote the education of the general public as regards the occupation and use of such buildings throughout their history.

1. Introduction

- 1.2. This handbook provides members and volunteers with the rules, policies and procedures of the Trust and should be read in conjunction with your volunteer agreement. This handbook will be made available at all sites where employees are required to provide services and any questions on its content should be directed to the Trust Manager.

- 1.4. Volunteers: Details about your volunteering role are included in the volunteer section and volunteer policy. In addition some policies are also applicable to you and these are noted at each section.

2. Code of Conduct

- 2.2. The Trust has adopted a code of conduct which covers the following areas:

- 2.2.1. Personal Conduct and Responsibility

- 2.2.2. Gifts and Hospitality

- 2.2.3. Conflict/Disclosure of Personal Interest

- 2.2.4. Confidentiality and Disclosure of Information /Data Protection (there is also a separate policy on this)

- 2.2.5. Intellectual Property

- 2.2.6. Health and Safety (there is also a separate policy on this)

- 2.3. A full copy of the code of conduct is attached as an appendix.

3. Equality and Diversity

- 3.2. The Trust complies with and adheres to the Equality Act 2010 and promotes equality and diversity within the workplace.

- 3.3. All policies, procedures and practices of the Trust comply with the following protected characteristics:

- 3.3.1. Sex

- 3.3.2. Race

- 3.3.3. Disability

- 3.3.4. Age

- 3.3.5. Sexual Orientation

- 3.3.6. Gender Reassignment

- 3.3.7. Pregnancy and Maternity

- 3.3.8. Marriage and Civil Partnership

- 3.3.9. Religion and Belief

- 3.4. There is a separate more detailed policy appended to this handbook.

- 3.5. All employees & volunteers are encouraged to read and adhere to this policy at all times.

4. Notice periods & Exit Monitoring

- 4.1. The Trust would appreciate as much notice as possible for any volunteer who is unable to support a prior commitment.

- 4.2. The Trust will undertake exit monitoring reviews with volunteers to help us understand why they are leaving and to ensure that we take on board comments about your experience of volunteering.

In addition the Trust will seek information from you to ensure that any successors have access to knowledge and information to ensure continuity of service is supported at all times.

5. Personal records

- 5.1. It's important that the Trust has an up-to-date contact name and emergency contact details for every employee. Please ensure that you supply the Trust Manager with any changes to your emergency contact details.
- 5.2. The Trust will require a record of emergency contact details for volunteers.
- 5.3. This personal information is subject to the Data Protection Act 1998, and will not be shared with any other party without your permission.

6. Health and Safety

- 6.2. The Trust has a Health and Safety Policy which can be found in the appendix section. It is a requirement for volunteers that health and safety expectation and protocols are upheld at all times.

7. Data protection

- 7.1. The Trust has a policy on Data Protection which can be found in the appendix section.
- 7.2. Members and volunteers will be required to adhere to data protection policy where they have access to personal and sensitive information and/or data. This includes historic information and/or data.

8. Volunteers

- 8.1. We value our volunteers and in return for you giving your time and expertise to enable us to develop new programmes of work, we hope we can share some of our skills with you to help you to achieve your goals. Volunteers will be welcomed by the Chair of the Trust and Trust Manager into the organisation.
- 8.2. It is expected that volunteers will adhere to the terms within the THT Code of Conduct included in the appendix section.
- 8.3. Volunteers will also be expected to adhere to the expectations of the Health and Safety Policy, Equal Opportunities Policy, and Data Protection Policy.
- 8.4. Failure to adhere to the specified policies may mean that the Trust can no longer support a volunteering role for that individual.

9. List of THT's policies & procedures are appended to this handbook

- 9.1. Capability Policy
- 9.2. Code of Conduct
- 9.3. Data Protection Policy
- 9.4. Disciplinary Policy and procedure
- 9.5. Equal Opportunities Policy
- 9.6. Health and Safety policy
- 9.7. Volunteers: How we work together.
- 9.8. Review
- 9.9. All policies listed in section 9 should be reviewed on an annual basis by the Trustees.

Adopted on: 18th November 2020

Last reviewed:.....[date]
