



**National Gallery
of Canada**

**Musée des beaux-arts
du Canada**

VOLUNTEER POLICY

This policy was approved by the Board of Trustees on September 19, 2017

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1. INTRODUCTION

The National Gallery of Canada (the NGC or the Gallery) has a long and rich history of support provided by its volunteers. The Gallery is committed to recognizing and supporting the involvement and contribution of volunteers, who enhance the visitor experience and assist in the overall fulfillment of the Gallery's mandate.

2. PURPOSE

This document provides a policy framework for the volunteer program. The use of volunteers by the NGC must be structured and mutually beneficial, allowing the Gallery to improve its program while broadening its base of community participation. In return, the program gives volunteers the opportunity to make a significant contribution, while also benefiting from a rewarding experience.

3. APPLICATION

This Policy applies to all staff, volunteers, interns and fellows. Contractors and service providers working onsite, are encouraged to adhere to the spirit of this Policy.

4. DEFINITIONS

Volunteer: an individual who contributes service to the benefit of the NGC for which there is no financial compensation, and has been appropriately registered as a member of the Gallery's team of volunteers.

Volunteer Assignment: a task or series of tasks that benefit and/or complement the programs or services of the NGC.

5. GUIDING PRINCIPLES

5.1 The National Gallery of Canada will engage volunteers to enrich and complement essential programs according to its mandate. All prospective volunteers will be equally considered for assignments regardless of personal attributes such as race, religion, cultural background, gender and age. The selection and engagement of volunteers will be conducted in keeping with specific operational procedures, as revised from time to time.

5.2 Working relations with volunteers are governed by applicable Gallery policies, including but not limited to the *Security Policy*, *Workplace Violence Prevention Policy*, *Policy on Personnel Screening*, *Policy for a Smoke-Free Environment*, and *Harassment Prevention Policy*. The relevant provisions of other legislation such as the *Official Languages Act*, the *Canadian Labour Code*, the *Canadian Multiculturalism Act* also apply, as does the Gallery's health and safety regulations, and/or other agreements.

5.3 The relationship between volunteers and the Gallery does not create a legally binding contract. The Gallery embraces volunteerism on the understanding that volunteer services are provided at the sole discretion of the volunteer, and that any volunteer's relationship with the Gallery may be terminated by either party, for any reason, at any time.

5.4 As is the case for employees, volunteers are expected to adhere to the same standards of professionalism, along with the terms of the Gallery's Code of Conduct. They are also subject to a personnel security screening and background check before the commencement of their engagement.

5.5 Volunteers are supervised by NGC staff, and do not have the authority to represent the Gallery, make contracts for the Gallery or make any other commitment on its behalf, without the written consent of Management. Letters and other communications written by volunteers on the Gallery's behalf must be authorized by Gallery employee of appropriate seniority and authority.

5.6 Volunteers are not a substitute for employees and the NGC does not recruit volunteers to displace employees. A volunteer accepting full or part time paid employment in the Gallery shall not be expected to continue his/her voluntary work. The NGC accepts the services of its own staff as volunteers only if the voluntary tasks are offered without coercion, involve assignments entirely outside the scope of the normal employment duties of the staff concerned, and are provided outside their usual working hours.

5.7 The Gallery maintains insurance for those who are registered as volunteers with the NGC Human Resources Department. They are insured only for acts within the scope of their activities for the Gallery and at the Gallery's direction. The Gallery assumes no responsibility for any loss or injury incurred by a volunteer where said loss or injury is incurred through his/her own negligence or through disregard of the Gallery's stated safety and security requirements.

5.8 All written documents, study results, concepts and products developed for the Gallery by a volunteer as part of their volunteer assignment are the property of the Gallery, unless otherwise stated in a written agreement between the volunteer and the Gallery.

5.9 The Gallery appreciates and will publicly acknowledge the valuable services provided by volunteers.

6. RESPONSIBILITY

The Director, Human Resources is responsible for the implementation of this Policy.

7. INQUIRIES

Questions concerning the interpretation of this Policy should be addressed to the Director, Human Resources.

REFERENCES

Official Languages Act

Canadian Multiculturalism Act

Canadian Labour Code

NGC Code of Conduct

NGC Harassment Prevention Policy

NGC Policy for a Smoke-Free Environment

NGC Policy on Personnel Screening

NGC Security Policy

NGC Workplace Violence Prevention Policy