

Code of Practice related to Volunteer work

The Actuarial Society relies on contributions and services from volunteers in various capacities from time to time. This code of practice provides guidance to those working with volunteers to ensure the interaction is within a framework of good practice.

- Volunteers should be informed of the Society's objectives for any volunteer work.
- The Society should ensure that volunteers know of, and understand, the standards and procedures, including confidentiality policy for the work they undertake.
- Volunteers should have clearly defined tasks and timelines.
- The Society should specify a designated person responsible for volunteers to whom the volunteer has reasonable access, and who will provide them with supervision and support.
- Recruitment and selection of volunteers should adhere to equal opportunities practices.
- Volunteering is a matter of choice but when a volunteer commits to a task it is expected by the Society that the volunteer will commit and deliver within the timeframes and standards set down by the Society.
- Volunteers should be informed that they are required to notify the Society in advance of any events or circumstances that may impact on their delivery in any way.
- If there are honorariums or remuneration, it should be clearly communicated to the volunteers.