

HUMAN RESOURCES (HR) POLICY

v1.0 (last updated Jun-25)

Introduction

Our charity is committed to creating a positive, supportive, and fair working environment for all volunteers, trustees, and others working on behalf of the charity. This HR policy outlines the principles and procedures that guide our people management practices, ensuring respect, equality, and compliance with relevant laws.

Recruitment and Selection

We recruit volunteers and trustees based on merit, skills, and alignment with our charity's values and mission. Our recruitment processes are transparent, fair, and inclusive, designed to attract a diverse range of candidates. All necessary checks, including right to work and safeguarding, are conducted.

Equal Opportunities and Diversity

We are committed to promoting equality, diversity, and inclusion in all aspects of our work, as detailed in our Equality and Diversity Policy. Discrimination, harassment, or victimisation on any grounds will not be tolerated.

Induction and Training

New volunteers and trustees receive appropriate induction to help them understand their roles and our charity's culture. We encourage continuous learning and provide access to relevant training and development opportunities where appropriate.

Performance and Conduct

We expect all volunteers and trustees to perform their roles to the best of their ability, adhering to our Code of Conduct Policy and organisational values. Constructive feedback and support will be provided to help individuals improve and succeed.



Health, Safety, and Wellbeing

We prioritise the health and safety of our staff and volunteers, ensuring compliance with relevant legislation, and providing a safe working environment in alignment with our Health and Safety Policy. We support wellbeing initiatives and encourage a healthy work-life balance.

Grievance and Disciplinary Procedures

We have clear procedures to address any grievances or disciplinary issues fairly and promptly. All concerns will be taken seriously, investigated confidentially, and resolved with respect for all parties involved.

Confidentiality

All volunteers, trustees, and others working on behalf of the charity must respect the confidentiality of sensitive information related to the charity, its beneficiaries, staff, and partners in accordance with the charity's Confidentiality Policy. Breaches of confidentiality may result in disciplinary action.

Flexible Working and Leave

Where possible, the charity accommodates all arrangements to support our volunteers and trustees wellbeing and family commitments.

Exit and Offboarding

We aim for a respectful and smooth transition when volunteers or trustees leave the charity.

Changes to This Policy

We may update this policy from time to time to ensure it remains appropriate and up to date. The latest version will always be published on our website and dated clearly at the top of the page.

How to Get in Touch With Us

If you have any questions about this Policy or how we handle your data, please contact us by email at info@sunshinecoastbreastfeedingsupport.com.