



Volunteer Removal Policy

Policy and Governance Committee Recommendation:
October 1, 2025

Approved by Board of Directors: November 15, 2025

Purpose: This policy provides guidelines for removing volunteers from GiveNKind. GiveNKind values the contributions of its volunteers but recognizes that circumstances may arise that necessitate removing a volunteer to ensure the safety, integrity, and effectiveness of its operations.

Scope: This policy applies to all volunteers associated with GiveNKind.

Policy Statement: GiveNKind reserves the right to remove a volunteer at its discretion. Depending on the nature of the issue, removal may be immediate or follow a series of documented steps.

Grounds for Removal: A volunteer may be removed for reasons including, but not limited to:

1. Misconduct:

- Violating GiveNKind's policies, procedures, or code of conduct.
- Engaging in illegal, unethical, or unsafe behavior.
- Harassment, discrimination, or abuse towards staff, other volunteers, clients, or anyone affiliated with GiveNKind.

2. Performance Issues:

- Failing to meet the performance standards or expectations of their volunteer role.
- Repeatedly failing to attend scheduled volunteer shifts without adequate notice or a valid reason.

3. Conflict of Interest:

- Engaging in activities that present a conflict of interest with GiveNKind's mission or operations.

4. Health and Safety Concerns:

- Presenting a risk to their health and safety or to others

5. Incompatibility:

- Demonstrating behavior or attitudes incompatible with GiveNKind's values, culture, or mission.

Procedure for Removal:

1. Documentation:

- The relevant supervisor or staff member should document all incidents or issues.

2. Investigation:

- An investigation will be conducted to understand the issue. This may involve speaking with the volunteer and witnesses, as well as reviewing relevant documentation.

3. Meeting with the Volunteer:

- The volunteer will be informed of the issue and allowed to explain their perspective in a meeting with a designated staff member.

4. Decision:

- Following the investigation and meeting, the organization will determine the appropriate course of action. This decision may involve additional training, reassignment, or removal of the volunteer.

5. Notification:

- The volunteer will be notified of the decision. If removal is the decided course of action, the notification will include the reasons for removal and the effective date.

6. Appeal:

- The volunteer may appeal the decision in writing to the Executive Director within 14 days of receiving the removal notification. The Executive Director's decision on the appeal will be final.

Confidentiality: All information related to the investigation and removal process will be treated as confidential and shared only with those involved.

Policy Review: This policy will be reviewed annually and updated as necessary.