

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Criminal Record Checks

Many agencies will ask their volunteers to undergo a criminal record check, or to provide some form of evidence relating to their criminal record. You may be asked to complete the Ministry of Justice's 'Request for Criminal Conviction History—Third Party' form. Alternatively, you may be asked to sign a form declaring that you have no criminal record, or you may be asked to contact the Privacy Commissioner for a print-out of your criminal record. You don't have to do any of this, but if you refuse, an organisation may decide to not take you on as a volunteer.



NOTE - Privacy and Confidentiality: no agent can seek information about you and your criminal record without your approval, and the [Privacy Act, 2020](#), gives you the right to see any information held about you.

For more information on criminal records and checks: <https://www.justice.govt.nz/criminal-records/>

Health and Safety

Most volunteers are now covered by the [Health and Safety at Work Act, 2015](#). This means that most organisations have the same duties towards volunteers as they do toward paid staff. However, there are still some exclusions so we recommend reading this: <https://bit.ly/cabAnswerHSW>

Either way, there are some important guidelines relating to Health and Safety that all volunteers should follow:



- Be responsible for your own health and safety
- Familiarise yourself with the organisation's health and safety policies and procedures, and the hazard register
- Observe safe practices to avoid harm to yourself and others
- Report all hazards immediately
- Report all accidents immediately

Further reading: <https://bit.ly/vmHSW>

Disclaimer

This is a summary of the important matters volunteers need to know about, but is not an exhaustive guide. Whilst every effort has been made to ensure that information in this leaflet is accurate and up-to-date, Volunteer Marlborough can accept no responsibility for any inaccuracies.

We recommend contacting [Community Law Marlborough](#) or your own solicitor if you require further information or if you have questions.

ACC for Volunteers

ANY accident is covered by ACC. If you are injured while volunteering, ACC will cover you just the same as if you were injured at home or at a paid job.

The organisation you are volunteering for pays ACC levies to cover all volunteer and staff injuries.



Te Kaporeihana Āwhina Hunga Whara

Motor Vehicle Insurance

If you use your own vehicle for volunteer work (e.g. transporting other people), then your normal motor insurance should cover an accident.

As long as you are not being paid, then volunteer work counts as private use. (Reimbursement for travelling costs does not qualify as a business transaction, and therefore, does not count as being paid).



Note: This information is based on a survey of the major insurers, but it would be wise to check first with your own insurance agent.

Harassment and Discrimination

You have the right to freedom from harassment and discrimination. If you experience harassment or discrimination, your first action should be to refer to the organisation's policies and procedures, and seek redress through these procedures if possible. In most organisations, the first step to take will be to report it to your supervisor/manager.

If you require further support or information, you can inform Volunteer Marlborough and our staff will support you as part of our advocacy service, and direct you to other community agencies that can provide information and support.

Note: under the [Human Rights Act, 1993](#), volunteers have the same protection from discrimination as paid staff have.



Connect with Volunteer Marlborough

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