



## WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

<b>Good Practice Guideline:</b> Volunteer Identification – Direct Service and Collaborative Volunteers	Reference # 4.4	Page 1 of 1
	Approved: J.Edwards	Date: 15/09/04 Revised/Reviewed: November 2011

### **GOOD PRACTICE DESIRED OUTCOME:**

All WRHA volunteers will be identifiable to staff, security, visitors, and clients.

### **GOOD PRACTICE GUIDELINES:**

In accordance with WRHA Security Services policies, all WRHA volunteers must wear a WRHA volunteer identification badge while carrying out their assigned duties. WRHA Volunteer Services will administer the procurement, distribution and tracking of volunteer identification badges.

Volunteer identification badges will contain the following elements:

- WRHA logo;
- The designation: “Volunteer Services”;
- A serial number; and
- Instructions in case of loss / recovery.

WRHA Volunteer Services will distribute the identification badge to the volunteer at their orientation session.

Identification badges may only be worn while on duty.

Volunteers must report lost or stolen identification badges to WRHA Volunteer Services. Replacement badges will be issued as required.

Volunteers must return their assigned identification badge to their placement supervisor or directly to WRHA Volunteer Services upon completion of the volunteer placement. If received by the volunteer’s placement supervisor, he/she will be responsible to forward the volunteer identification badge to WRHA Volunteer Services.

Source: New  
 Originator: Karen-Denise Cyr, Manager Volunteer Services, Jeanette Edwards, Director Community Development  
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