Reporting obligations

Accidents, injuries and hazards must be reported immediately and an Incident Report Form (see policy 5000-4) completed and submitted to a supervisor. Incidents include violence, theft, inappropriate behaviour, abuse or any (potentially) unsafe situation.

Discipline

Volunteers who fail to adhere to the policies and procedures of the organization may face disciplinary action, including dismissal.

The organization believes in fairness and openness and volunteers can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, refer to the Discipline Policy in Section 2000-8.

Immediate Dismissal

The organization values a collaborative work environment and will attempt to respectfully resolve conflict or problem situations. However, the safety and well being of participants, volunteers and staff and the integrity of the organization are priorities. If a volunteer commits a dangerous or harmful act, he/she may be dismissed immediately and without warning.

Grounds for immediate dismissal may include but are not limited to:

- Gross misconduct or insubordination
- Committing a criminal offence (theft, assault, vandalism, etc,)
- Acts of abuse, mistreatment or violence
- Being under the influence of alcohol or drugs

Evaluation Process

Evaluation is an important part of improving the services of Special Olympics Manitoba. The organization utilizes an objective evaluation process for volunteers and staff.

Special Olympics Manitoba has the right to regularly monitor and evaluate the work performance of volunteers. Volunteers have the right to regular feedback and evaluation on their work assignments.

Evaluations take place within three months of starting a placement with Special Olympics Manitoba. Evaluations are carried out by the staff or volunteer supervisor and conducted one on one. Other formats such as participant surveys may also be conducted as needed.

If disagreement over the outcome of the evaluation exists, volunteers can address a complaint to the organization.

Grievance / Complaint procedure

Every effort will be made to resolve conflict amicably and cooperatively. Volunteers have the right to address concerns with their supervisor or (in case of conflict with their supervisor's supervisor or other staff person) with a designated person within the organization.

Where possible, confidentially shall be maintained.

A complaint can be made verbally or in writing.