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| Insert Club/Event Name | | Approval Date: |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name | |
| **Vice-President:** | Sign: | Name | |

**PURPOSE**

In rare cases, Clubs and/or events may be faced with the difficult task of asking a volunteer to leave. It is vital that the Club and/or event develops a transparent policy about the dismissal process and that all volunteers are made aware of the procedure during their induction.

**PROCESS**

The following information should be included in any Volunteer Dismissal Policy:

* Code of Conduct agreement between volunteer and Club and/or event
* What behaviours or actions will result in dismissal, eg disciplinary action (verbal warning, first written warning, final warning), misconduct (instant dismissal).
* Processes that will precede the decision to dismiss, eg warnings, counseling, further training or reassignment.
* Who will be involved in the process.
* Options to appeal the decision.
* How the dismissal will be conducted.

**PROCEDURE**

Prior to any dismissal taking place, make sure the Club and/or event’s Committee is aware of an issue with a volunteer and the Chairman’s/President’s has authorised the dismissal.

In addition:

* Organise a third party to be in attendance as a witness at the meeting.
* Prepare a letter outlining all instances of unacceptable behaviour which have led to dismissal. Reference the Code of Conduct agreement
* Arrange a private meeting with the volunteer and witness.
* Present the volunteer with documented evidence prepared beforehand.
* Document the meeting outcomes and the reason for dismissal and record the information.
* Advise necessary parties that the volunteer will no longer be involved at your club.
* Always respect the volunteer’s privacy and ensure the reasons for dismissal remain confidential.

For more information about dealing with difficult volunteers and the dismissal process, please refer to [Volunteering Victoria’s Dealing with Conflict – Fast Facts](http://volunteeringvictoria.org.au/wp-content/uploads/2012/05/Dealing-with-Conflict-May-2013.pdf).

*Adapted from:* [*www.clubhelp.org.au*](http://www.clubhelp.org.au)