

VOLUNTEERING

We recognise that many of our employees have become members of staff because they had originally volunteered in their local parish or elsewhere within the Diocese. Whilst we have no wish to discourage volunteering we do not permit our employees to also volunteer unless there is a very clear distinction between the voluntary work and their paid work. If you wish to volunteer as well as be an employee of the Diocese you must seek permission for the volunteering from your line manager. Permission will not be granted if any of the following apply:

- The nature of the voluntary and paid work are similar - eg both administrative, as this may create confusion as to what is paid work and what is voluntary work
- The hours required for the voluntary work may either clash with the paid employment or have an adverse effect on the paid employment
- The nature of the voluntary work may create a conflict of interest with the paid work – eg an employee could not sit on the Finance Committee as that committee may have to discuss redundancies

If voluntary work is permitted, we reserve the right to require it to be stopped immediately if we believe that it is in any way adversely affecting your paid employment. Your paid employment must always take precedence over your voluntary work and failure to give up or modify your voluntary work if requested could lead to disciplinary action.