



## Corporate Volunteer Policy Pack

Welcome to Team Stork! Thank you for choosing to spend your volunteering day with us. You're helping us make a meaningful difference to local families across Surrey and Croydon who need a helping hand. Together, we're not just sorting donations, we're giving families dignity, hope and the practical essentials they need for their children to thrive.

***"It's the ripple effect that always amazes me. One group of volunteers checks and prepares a cot, and that means a baby sleeps safely tonight. It's that simple – and that powerful."***

Nicola Dawes DL, Founder & Chief Executive, Stripey Stork

This short guide briefly outlines the policies which will be relevant during your time with us. This information will help keep everyone informed, safe and focused on doing good – together.

### 1. Our Expectations

- Be kind, respectful, and work as part of the team.
- Ask questions if you're not sure – we're here to help.
- Please enjoy a chance to do something different from your usual workday. We understand that you may need to stay connected to the office, but where possible use your team day as an opportunity to pause, put your phone away and get immersed in supporting your local community.

### 2. Health & Safety

- We'll provide you with our Manual Handling Policy and ask you to confirm that you have read it – please take note and ask if you have any questions.
- Fire exits and assembly points will be explained on arrival.
- First aiders are on site – let us know if you feel unwell or see something unsafe.

### 3. Safeguarding

Our work supports vulnerable families, but you won't have direct contact with them or see any personal information about them – we respect their privacy at all times.

If you hear or see something that affects you, please take a break and let a member of staff know if you need a quiet space to work in.

#### **4. Dignity and Respect**

We have a zero-tolerance policy towards any form of harassment, bullying or discrimination. That includes:

- Sexual harassment or inappropriate remarks
- Offensive jokes or behaviour about someone's background, identity or beliefs
- Any behaviour that makes someone feel unsafe or unwelcome

If anything makes you uncomfortable – or if you witness something concerning – tell a member of staff immediately.

#### **5. Inclusion Matters**

Everyone is welcome here, and we're proud of the diverse community that makes Stripey Stork what it is. Please be mindful and respectful of others at all times – including our staff, volunteers and neighbours.

#### **7. Photos and Social Media**

You're welcome to take photos of your group volunteering. Tag us using @StripeyStork and hashtags like **#TeamStork** – we love to see what you're up to. If in doubt, ask before snapping or posting.

If you're a LinkedIn user, then please follow us and feel free to connect with Sarah Medcraft (Corporate Partnerships Manager) and [Nicola Dawes](#) (Chief Executive).

We often take photos of groups to use on our social media channels and on our website. Please let the team know if you do not want to be featured.

#### **8. Drugs, Alcohol and Smoking**

Our warehouse is an alcohol, drug and smoke-free environment. If you need to vape or smoke, please ask where to go.

#### **9. Accidents, Incidents or Concerns**

Please report any accidents or near-misses immediately to a member of the team. If you feel unsafe, something doesn't seem right, or you just need a quiet word – speak to us. You'll be listened to and supported.

#### **10. Your Impact and What's Next**

Your time today helps us deliver practical support to families when they need it most. If you'd like to stay involved – as a donor, regular supporter or repeat volunteer – we'd love to welcome you to join our wider Team Stork family. Please email: **[teamdays@stripeystork.org.uk](mailto:teamdays@stripeystork.org.uk)**