

At People Know How we value our Volunteers, Interns and Placement students, as they make what we do possible.

We believe everyone should benefit from being part of our VIP team and fulfil their personal aims and objectives in equal measure to that of our organisational aims and objectives.

As such we pledge to all VIPs that we will:

- Give you a full induction, relevant training and a supportive learning environment where what you achieve is of equal value and importance to what we achieve organisationally
- Deliver high quality and innovative projects while offering meaningful and supportive opportunities
- Reimburse you for reasonable expenses when carrying out your VIP role
- Provide cover for liability insurance within the remit of your VIP role
- Provide ongoing support and supervision for your role and personal development

We call this our “People Pledge” and all we ask in return is your commitment to:

- Engage fully with us and strive to achieve the best you can as a VIP
- Abide by People Know How’s policies and procedures
- Abide by our confidentiality policy and not share others personal information unless there is a significant reason to do so
- Cooperate with administrative tasks e.g. filling in expenses forms
- Attend ongoing training
- If possible, give us notice if you intend to end your VIP role so that appropriate arrangements can be made

This should be read alongside the relevant role description and A-Plan.