

GREENPEACE

Greenpeace is an independent, global environmental campaigning organisation. Our mission is to ensure Earth's ability to nurture life in all its diversity. Through creative confrontation and non-violent direct action, we take on the big issues and seek to bring about systemic change.

We act on the knowledge that people are part of nature, on the certainty that a better world is possible, and on the evidence that when we work together, we can make a difference

Haere Mai, Welcome to Greenpeace. We are stoked to have you on board as a volunteer!

Greenpeace has always relied on the committed support and passion of volunteers to succeed in its work and achieve its goals. Greenpeace Aotearoa has a network of volunteers throughout the country, who collectively are one of our greatest assets. Individuals come from all walks of life with all types of skills and experience to volunteer with us. Thank you for your contribution of time, energy, and skills.

We have put together this information as part of your induction. You will also attend our Health and Safety induction training in person.

Here's what you need to know:

Your Supervisor is:

X

Your People and Culture team contact is:

Emily Furrell - efurrell@greenpeace.org

Confidentiality

During your time here you may hear and see things that are very confidential. It is very important to Greenpeace and our campaigns that anything you hear or see is kept internal to the organisation.

- If you take part in Greenpeace Aotearoa activities you do so out of your own free will and out of your concern for the environment, without other motives, affiliation, or reason(s) incompatible with Greenpeace Aotearoa's goals and philosophy.
- Should you have doubts about what is considered confidential information or a breach of trust, you should seek advice from your manager.
- All information is subject to the Privacy Act Regulations and all employees and contractors must be aware of, and work within, the Act.

H&S

- Participate in health and safety training as required
- Actively identify and report, in a timely manner, any hazards in the work area, or in the work area of the team. Work with a health and safety representative to put in place appropriate actions to manage the risk(s) created by the identified hazard(s).
- Actively raise and discuss health and safety matters in a timely manner.
- Comply with the requirements as set out in applicable health and safety legislation.

Other Information:

Communication: Let us know when you need help or information, and to make suggestions when you see a need. In this way, everyone can benefit from your views and experiences. If you are unsure of something please discuss it with your supervisor or the People and Culture team.

Equipment: Any equipment you need to perform your role will be provided. If you need to access any GPAo systems you will need to complete our IT policy.

Kitchen: Please help yourself to tea and coffee. We ask all our staff and volunteers to help keep the area tidy.

Smoking/Vaping: There is a designated area for smoking/vaping out the back door and down the stairs. Everywhere else there is no smoking or vaping allowed, including out the front of the building.

Expenses: If you need to incur any expenses related to your volunteering, please get prior approval in writing.

Signing In and Out: Upon your arrival you will need to sign in at the front desk and sign out when exiting the building each day you are present in the building.

The Warehouse: Please do not enter the warehouse without approval from the Actions and Mobilisation team. You will require a separate induction and supervision to enter this space.

Ending your time at Greenpeace: If at any point you wish to finish volunteering for Greenpeace, this is quite alright as we understand people's circumstances change. If you do wish to leave, please inform your Supervisor or People and Culture contact. We may also ask that you complete a leaver's questionnaire, which the People and Culture team can provide you with. All information provided will be kept confidentially.

Equal Opportunity: Greenpeace is an equal opportunity employer with a longstanding commitment of providing a work environment that respects the dignity and worth of each individual. We recognize and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other legally protected characteristic

Sickness and Absence: If you are sick or unable to volunteer on a particular day please let your supervisor know.

Pets in the Office: You may see some pets around the office. If you want to bring a pet in we need to know in advance. Please do not bring your pet until you have completed our pets in the workplace policy and discussed this with the People and Culture team contact.

Integrity System: If you need to talk, need advice or would like to make a complaint please contact our Person of Trust (Ran - rjayasin@greenpeace.org) or our Integrity Officer (Emily - efurrell@greenpeace.org)

Please sign to acknowledge the above information has been provided to you:

Name: _____

Signature: _____