

## **1. INTRODUCTION**

Volunteers are vital contributors to Singapore Chinese Dance Theatre (“SCDT”) as they generously dedicate their time and effort for the betterment of society. Their involvement is entirely voluntary and without any financial gain.

Within SCDT, volunteers are involved in:

- the Board of Directors
- the Advisory Panels
- promoting the interest and welfare of SCDT as ambassadors
- bringing diverse talents, skills, and experience to augment SCDT’s resources

The following principles of good practice will guide the involvement of volunteers:

- the tasks to be performed by volunteers will be clearly defined so that everyone is clear of their respective roles and responsibilities;
- the organisation will comply with the Personal Data Protection Act in the use of data handled by all volunteers;
- volunteering opportunities will complement rather than replace the work of staff
- volunteers will be provided with regular opportunities to share ideas/concerns with SCDT management staff;

## **2. PURPOSE**

With this policy, SCDT aims to:

- reflect the purpose, values, standards and strategies of SCDT in its approach of involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm our commitment to involving volunteers in our work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

## **3. RECRUITMENT**

Most of SCDT’s volunteers support the organisation in the planning and execution of programmes and initiatives that promote Chinese dance in Singapore.

SCDT recruits its volunteers through the following:

- Social Media and SCDT website;
- Existing programmes and initiatives;
- Brochures;
- Word of Mouth; and
- Referred by Singapore Hokkien Huay Kuan (“SHHK”)

Except for volunteers referred by SHHK, all persons wishing to volunteer must submit the **Volunteer Application Form** available on SCDT’s website. They must also submit the **completed forms below** and agree to abide by the policies and guidelines in SCDT’s Volunteers Management Manual.

Appendix 1 for Conflicts of Interest Declaration Form

Appendix 2 for Volunteer Indemnity Form

Appendix 3 for Letter of Undertaking (For Confidentiality of Information)

**Note:**

- a) For persons below 18 years old, consent shall be obtained from one of your parents or guardians.
- b) Volunteers may specify the areas and programmes they wish to contribute and will be assigned tasks accordingly. Volunteers who do not specify any areas will be assigned to programmes by SCDT staff.
- c) Upon registration, volunteers will receive an email of acknowledgement and a request for an interview if necessary. SCDT has the discretion to reject unsuitable volunteers.
- d) As part of the recruitment process, volunteers will be informed if there are any specific training requirements they may need to undergo or whether further disclosure checks are to be made.
- e) SCDT will maintain a database of volunteers. All Information relating to volunteers will be kept confidential and adhere to the Data Protection Act. No information relating to a volunteer should be given to any other person without the consent of the volunteer.

The main contact and key liaison for the Volunteer Management is the Senior Manager, Corporate Services (“SM”) of SCDT.

#### **4. VOLUNTEER DEPLOYMENT AND TRAINING**

Registered volunteers will receive an invite at least **eight weeks** before any deployment exercise. Volunteers have **two weeks** to respond to the invite and will receive a confirmation for their deployment. Volunteers who wish to withdraw from the deployment should write to **volunteers@scdt.com.sg** earliest possible.

New volunteers will be briefed about SCDT's mission and activities to better understand the objectives and scope of SCDT's programmes and initiatives. Volunteers will receive specific training to provide them with the information and skills necessary to perform their volunteer assignments.

## **5. VOLUNTEER RESPONSIBILITIES**

Volunteers are expected to comply with SCDT's policies and procedures. Where volunteers cannot attend to their volunteering duties, they should inform SM or the assigned staff in charge to ensure that SCDT can arrange alternative cover. No show may result in termination.

Volunteers are responsible for signing in and out at the Front Desk before and after their volunteer tasks. Volunteers should contact the assigned staff if they need help performing their job.

Where a concern is highlighted – either by a volunteer or about a volunteer, SCDT will investigate the matter fairly and objectively.

Volunteers must act in the best interest of SCDT and disclose any potential conflict of interest that may arise in their respective capacities.

## **6. TERMINATION**

SCDT has the right to terminate a volunteer without cause but will always consider the reason leading to the termination. Grounds for immediate dismissal may include but are not limited to:

- Gross misconduct or insubordination
- Fail to perform their volunteer assignment satisfactorily
- Reporting for a volunteer assignment under the influence of alcohol or drugs
- Theft of property or misuse of equipment or materials
- If you commit a serious criminal offence or one which involves dishonesty on your part, whether or not in connection with your volunteering services with us; or
- Abuse or mistreatment of clients, volunteers or staff
- Releasing confidential information
- Unwillingness to support and further the mission of the organisation

## **7. RECOGNITION**

In recognition of volunteers' efforts, SCDT will periodically organise informal gatherings at staff levels as well as appreciation events for volunteers to be hosted by the Chair and/or SCDT Management. These occasions would present an opportunity to recognise long-term volunteers who serve the cause of SCDT.

This Manual will be reviewed every other year and subject to amendment when needed.

By signing below, I acknowledge that I have fully read, understood and agree to the policies and procedures above.

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**Name & Signature of Volunteer**

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**Date**

## CONFLICT OF INTEREST DECLARATION FORM

Volunteers must act in the best interest of Singapore Chinese Dance Theatre. Hence, it is pertinent that they avoid situations where a volunteer’s personal or family interest conflicts with those of Singapore Chinese Dance Theatre.

### Declaration

About my service as a Volunteer of Singapore Chinese Dance Theatre, this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Singapore Chinese Dance Theatre which has resulted or could result in personal benefit to me.
- A recipient, directly or indirectly, of any salary payments, loans, gifts of any kind, free service, discounts, or other fees from or on behalf of any person or organisation engaged in any transaction with the Singapore Chinese Dance Theatre.
- Made known of a potential or actual conflict of interest situations between myself, including persons affiliated<sup>1</sup> with Singapore Chinese Dance Theatre and me.

Any exceptions to 1, 2 or 3 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the person or organisations that have transactions with Singapore Chinese Dance Theatre.

- I have the following potential conflict of interest to declare:

Please elaborate on the potential conflict arising from the below situation with regards to the transaction concerned (e.g., nature of service/ transaction, if an affiliated person is involved, the identity of the affiliated person and your relationship with that person):

S/n	Area of Conflict	Details
1	Affiliation to another charity/organisation	
2	Affiliation to any vendor, supplier, or any other party providing or bidding for providing services with the Singapore Chinese Dance Theatre, having a direct or indirect interest in any business transaction(s), agreement, or investment	
3	Having any business dealings or transactions with a vendor, supplier or any other party, which could result in benefit to me. I, or the person(s) I have	

## Appendix 1 – Conflicts of Interest Declaration Form

	affiliation with, have an interest in purchasing services from the Singapore Chinese Dance Theatre.	
4	Affiliated to any staff or Board Members of the Singapore Chinese Dance Theatre.	
5	Affiliated to any person(s) who is involved in/is a party to or has an interest in any pending legal proceedings involving the Singapore Chinese Dance Theatre.	
6	Other interests:	

*\*Please attach a separate sheet if space is insufficient*

<sup>1</sup> Affiliated refers to the following:

- Spouse, domestic partner, child, mother, father, brother, or sister or close associates;
- any corporation, business, or non-profit organisation of which you are a staff, officer, Board Member, partner, or participate in the management or are employed by;
- any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.

**I hereby confirm that:**

- The disclosure made above is complete and correct to the best of my knowledge and belief.
- I agree that should any conflict-of-interest situation arise in the course of my service, will abstain from participating in the discussion, decision making and/or voting (where applicable) on the said matter.
- I will notify the Artistic Director or Senior Manager (Corporate Services) of SCDT immediately if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict-of-interest policy.

\_\_\_\_\_  
**Name & Signature of Volunteer**

\_\_\_\_\_  
**Date**

## **VOLUNTEER INDEMNITY FORM**

SCDT Volunteer Programme (hereinafter referred to as “the PROGRAMME”)

I, \_\_\_\_\_ (Full Name of Volunteer),  
\_\_\_\_\_ (last 3 digits and alphabet of your NRIC/FIN/Passport No.), hereby agree that I am participating in the Programme of my own accord, without promise or expectation of compensation or benefits.

I hereby confirm that I shall release and not hold Singapore Chinese Dance Theatre (SCDT) or any of its employees or contractors liable in any way whatsoever for any loss, bodily injury, mishap, accident and/or loss of life or property that arise directly or indirectly incur as a result of or in connection with my voluntary participation. Any first aid or medical treatment provided to me by SCDT at its expense shall be discretionary and on a compassionate basis only. No provision of first aid or medical treatment administered to me shall be tantamount to an admission of liability by SCDT for any injury I may sustain during my voluntary participation.

I personally undertake at all times to indemnify SCDT and their respective officials, servants, representatives and agents from and against all actions (including but not limited to third-party actions), proceedings, liabilities, claims and damages, costs and expenses which SCDT may sustain or incur by reason of or in connection with the Programme.

I fully accept with understanding the above agreement. I will not hold SCDT and its employees responsible for any action taken at SCDT’s discretion without compromising my safety in any way. I am aware that I can seek legal advice or have already sought legal advice in respect of this waiver of liability before signing this document.

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**Signature of Volunteer**

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**Date**

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**For volunteers below the age of 18:**

I, \_\_\_\_\_ (Full Name of \*Parent/Guardian),  
\_\_\_\_\_ (\*last 3 digits and alphabet of NRIC/FIN/Passport No.) permit my child/ward,  
\_\_\_\_\_ (Volunteer's Name) to participate in the  
Programme and its activities. I understand that by signing below, I am agreeable to all the  
terms and conditions stated in the Volunteer Indemnity Form.

\_\_\_\_\_  
**Signature of Parent / Guardian**

\_\_\_\_\_  
**Date**

*\* Delete where applicable*



## **LETTER OF UNDERTAKING (FOR CONFIDENTIALITY OF INFORMATION)**

1. I shall ensure that during my course of volunteering at Singapore Chinese Dance Theatre (SCDT), I shall protect any information to which I have been given access to, be it corporate or client-centred, from any use which may be deemed detrimental to the integrity of SCDT. This non-disclosure, whether directly or indirectly, extends to my family members and fellow volunteers who are not authorised to have access to such information;
2. I shall commit to observe the code of confidentiality as set out:
  - (a) Refrain from copying, reproducing, extracting, translating or using information for any unofficial or unauthorised use;
  - (b) Will not share nor communicate any information regarding my volunteer work to any external parties, such as the media, competitors, external authorities, etc., without prior approval from the Senior Manager (Corporate Services);
  - (c) Safeguard with integrity of all confidential information and must not remove, falsify, deface or destroy such information in any manner;
  - (d) Will not compromise the security of confidential information where the action may give rise to potential misuse of information by unauthorised individuals;
  - (e) Should I receive any information in any form or mode that was accidentally sent to me, I shall duly inform the Sender. All information received must not be in any circumstances retain, copy, reproduce, extract, forward, propagate or use in any way the information so received;
  - (f) In the event the official task is deemed completed, I shall surrender, without demand, all information, documents and tangible items held in my possession or under my control. I shall be held liable if I destroy or remove any information or paraphernalia belonging to SCDT without any proper authorisation, which could result in disciplinary or legal action commenced against me;
3. In the event of a breach of confidentiality, my volunteering service will be terminated. I may also face legal action in the event that the Hospital seeks compensation for any claims, damage or losses suffered as a result of or in connection with such breach;
4. The Letter of Undertaking is deemed valid throughout the duration of my volunteering service. I acknowledge and accept that my agreement herein survives the termination or resignation of my volunteering service with the SCDT mentioned in this Letter of Undertaking.

Appendix 3 – Letter of Undertaking (For Confidentiality of Information)

I have read and fully understand the contents of this Letter of Undertaking. I hereby accept the terms and conditions as stated herein and confirm that I have signed this Letter of Undertaking after I have fully understood the contents herein.

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**Full Name of Volunteer**

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**Last 4 characters of  
NRIC/FIN/Passport No.**

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**Signature of Volunteer**

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**Date**

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**For volunteers below the age of 18:**

I, \_\_\_\_\_ (Full Name of \*Parent/Guardian),  
\_\_\_\_\_ (\*last 3 digits and alphabet of NRIC/FIN/Passport No.) permit my child/ward,  
\_\_\_\_\_ (Volunteer's Name) to participate in the  
Programme and its activities. I understand that by signing below, I am agreeable to all the  
terms and conditions stated in the Volunteer Indemnity Form.

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**Signature of Parent / Guardian**

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**Date**

\* Delete where applicable