



## SINGAPORE CHINESE DANCE THEATRE VOLUNTEER MANAGEMENT POLICY

|                 |     |                |                    |                        |             |
|-----------------|-----|----------------|--------------------|------------------------|-------------|
| <b>Version:</b> | 2.0 | <b>Status:</b> | Approved & Adopted | <b>Effective Date:</b> | 24 Mar 2026 |
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### 1. INTRODUCTION

1.1 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.

1.2 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

1.3 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 the SCDT’s Management staff;

### 2. PURPOSE

2.1 With this Volunteer Management Policy (the “Policy”), SCDT aims to:

- reflect the purpose, values, standards and strategies of SCDT in its approach to 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

3.1 Most of SCDT's volunteers support the organisation by helping to plan and carry out programmes and initiatives that promote Chinese dance in Singapore. SCDT recruits its volunteers through the following:

- Brochures;
- Social Media and website;
- Referred by Singapore Hokkien Huay Kuan (the "SHHK"); and
- Word of Mouth

3.2 Volunteers must agree to abide by the policies and procedures listed in this Volunteers Management Policy.

3.3 Except for volunteers referred by SHHK, all individuals who wish to volunteer must submit the duly completed [Volunteer Application Form](#) and attached **Appendices** listed below:

- Appendix A: Conflicts of Interest Disclosure Statement
- Appendix B: Volunteer Indemnity Form
- Appendix C: Letter of Undertaking

#### **Note:**

- a) Applicants must be **at least 16 years old**. Those below 18 years of age must obtain consent from a parent or legal guardian.
  - b) Applicants may specify the areas and programmes they wish to contribute to, and will be assigned tasks accordingly.
  - c) Upon registration, applicants will receive an email of acknowledgement and a request for an interview, if necessary. SCDT has the discretion to reject unsuitable applicants.
  - d) As part of the recruitment process, applicants 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 its volunteers. All information relating to volunteers will be kept confidential and will adhere to the SCDT's Privacy Policy. No information relating to a volunteer should be given to any other person without the consent of the volunteer, except for situations where disclosure to authorities is required or permitted by law, or when it's necessary for investigations or legal proceedings.
- 3.4 The main liaison for volunteer management is the Senior Manager, Corporate Services (the "SM") of SCDT, who can be reached at [chongsc@scdt.com.sg](mailto:chongsc@scdt.com.sg).

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

- 4.1 Volunteers will receive an invitation at least **six (6) weeks** before any deployment exercise. Volunteers have **two (2) 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.
- 4.2 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**

- 5.1 Volunteers are expected to agree and comply with SCDT's policies and procedures in this Policy. When 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.
- 5.2 Volunteers are responsible for taking their attendance with the staff-in-charge before and after their volunteer tasks. Volunteers should contact the staff-in-charge if they need help to perform their job.
- 5.3 Volunteers must act in the best interest of SCDT and disclose any potential conflict of interest that may arise in their respective capacities.
- 5.4 Where a concern is highlighted – either by a volunteer or about a volunteer- SCDT will investigate the matter fairly and objectively.

#### **6. TERMINATION**

- 6.1 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:
- 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;
  - Gross misconduct or unwillingness to support and further the mission of the organisation;
  - 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;
  - Abuse or mistreatment of beneficiaries, patrons, volunteers or staff;
  - Releasing confidential information;

## 7. RECOGNITION

7.1 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 Management. These occasions would present an opportunity to recognise long-term volunteers who serve the cause of SCDT.

## 8. REVIEW AND AMENDMENT

8.1 This policy will be reviewed at least once every two years, or earlier if significant changes in laws, regulations, or organisational operations arise. Amendments will be made as necessary to ensure the policy remains current and relevant.

## 9. DOCUMENT HISTORY

| Version | Date Released | Changes Made             | Approved By |
|---------|---------------|--------------------------|-------------|
| 1.0     | 31 Jul 2023   | Initial Version          | The Board   |
| 2.0     | 24 Mar 2026   | Major changes in wording | The Board   |

## DECLARATION

By signing below, I acknowledge that I have fully read, understood, and agreed to the Policy and Procedures, as well as the attached appendices, stated in this Policy.

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|                        |                                     |                    |
|------------------------|-------------------------------------|--------------------|
| Full Name of Volunteer | Last 4 alphanumeric<br>of NRIC/FIN* | Signature and Date |
|------------------------|-------------------------------------|--------------------|

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### For Volunteers below the age of 18:

By signing below, I consent to my child/ward\* to participate in SCDT's activities as a volunteer, and I have fully read, understood and agreed to the Policy and Procedures, including all attached appendices, on behalf of my child/ward\*.

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|                               |                                     |                    |
|-------------------------------|-------------------------------------|--------------------|
| Full Name of Parent/Guardian* | Last 4 alphanumeric<br>of NRIC/FIN* | Signature and Date |
|-------------------------------|-------------------------------------|--------------------|

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\* Delete where applicable

--- End of Document ---

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Volunteers must act in the best interests of the Singapore Chinese Dance Theatre (“SCDT”) and avoid situations where personal or family interests could conflict with those of SCDT.

**Declaration**

With regard to my application to serve as a volunteer with SCDT, I hereby certify that, except as described below, I am not currently, nor have I at any time during the past year been:

- A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with SCDT, which has resulted or could result in personal benefit to me.
- A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free services, discounts or other fees from or on behalf of any person or organisation engaged in any transaction with SCDT.
- I do not know of any potential or actual conflict of interest situations between myself, including persons affiliated<sup>1</sup> to me and SCDT.

Exceptions to any of the 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 have transactions with SCDT.

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

| Area of Conflict  | Details |
|---|---------|
| Affiliation to another charity/organisation   |         |
| Affiliation to any vendor, supplier, or any other party providing or bidding for providing services with SCDT, having a direct or indirect interest in any business transaction(s), agreement, or investment. |         |

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<sup>1</sup> Affiliated persons include: spouse, domestic partner, children, parents, siblings, close associates, any organisation where you serve as staff, officer, Board member, partner, or hold a substantial interest, and any trust or estate in which you have a significant role.

|   |  |
|---|--|
| <p>Having any business dealings or transactions with a vendor, supplier or any other party which could result in a benefit to me. I or person(s) I have affiliation with have an interest in purchasing services from SCDT.</p> |  |
| <p>Affiliated to any staff or Board Members of SCDT.</p>  |  |
| <p>Affiliated to any person(s) who is involved in/is a party to or have an interest in any pending legal proceedings involving the SCDT.</p>  |  |
| <p>Other interests:</p>   |  |

Please elaborate on the potential conflict arising from the above situation with regard 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). You may attach a separate sheet if space is insufficient

**I hereby confirm that:**

- The disclosures made above are 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, I will abstain from participating in the discussion, decision-making and/or voting (where applicable) on the said matter.
- I will notify the main liaison for volunteer management 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.

|                               |   |                           |
|-------------------------------|---|---------------------------|
| <b>Full Name of Volunteer</b> | <b>Last 4 alphanumeric of NRIC/FIN*</b> | <b>Signature and Date</b> |
|-------------------------------|---|---------------------------|

**VOLUNTEER INDEMNITY FORM**

I confirm that I am participating in the Singapore Chinese Dance Theatre (“SCDT”) Volunteer Programme (the “Programme”) voluntarily and of my own free will, without any promise or expectation of remuneration, compensation, or benefits.

I acknowledge and agree that I release and shall not hold SCDT, its employees, contractors, representatives, or agents liable for any loss, damage, bodily injury, accident, mishap, and/or loss of life or property that may arise directly or indirectly from, or in connection with, my participation in the Programme, except to the extent that such loss is proven to be caused by the negligence of SCDT or the aforementioned parties.

I hereby undertake to indemnify and hold harmless SCDT and its employees, representatives, and agents from and against any and all actions (including, without limitation, third-party actions), proceedings, liabilities, claims, losses, damages, costs, and expenses incurred by or brought against SCDT arising out of or in connection with the Programme, except where such losses are proven to result from the negligence of the aforesaid parties.

I confirm that I fully understand and accept the terms set out above. I further acknowledge that SCDT may take actions at its discretion in the course of the Programme, provided that such actions do not compromise my safety. I am aware that I have the right to seek independent legal advice, and I confirm that I have either sought such advice or chosen not to do so before signing this document.

|                               |   |                           |
|-------------------------------|---|---------------------------|
| <b>Full Name of Volunteer</b> | <b>Last 4 alphanumeric<br/>of NRIC/FIN*</b> | <b>Signature and Date</b> |
|-------------------------------|---|---------------------------|

**LETTER OF UNDERTAKING**

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, 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;

I shall commit to observing the code of confidentiality as set out:

- (a) Use confidential information only for authorised purposes and not copy, reproduce, or misuse it.
- (b) Not share any information with external parties (e.g., media, competitors, authorities) without prior approval from SCDT
- (c) Safeguard all confidential information and not remove, alter, or destroy any documents or materials without authorisation.
- (d) Notify the sender immediately if I receive information by mistake and not retain or use it.
- (e) Return all information, documents, and property to SCDT upon completion of my duties or upon request.

I understand that any breach of this undertaking may result in termination of my volunteering service and possible legal action. This undertaking remains valid for the duration of my volunteer service and survives its termination.

I confirm that I have read, understood, and voluntarily accept the terms of this Letter of Undertaking.

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|                               |   |                           |
|-------------------------------|---|---------------------------|
| <b>Full Name of Volunteer</b> | <b>Last 4 alphanumeric<br/>of NRIC/FIN*</b> | <b>Signature and Date</b> |
|-------------------------------|---|---------------------------|