



MVT

Volunteer Policy

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Previous Versions

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MVT Volunteer Policy

Context: The Military Vehicle Trust is the World’s largest organisation of ex-military vehicle owners and enthusiasts and is dedicated to “keeping our mechanical veterans alive”. We have been a Registered Charity since 1987 and our Charitable Purposes are set down in a document called our “Memorandum of Association”.

The Trust is established for the purpose of restoring and preserving military vehicles of historical interest and the preservation of books, drawings, records, documents, sound and visual recordings, films, photographs and other media and ephemera relating to such vehicles, their history and development, and promoting and encouraging the same aim in others.

Our Core Values are summarised in our three aims:

Conserve and Restore, Educate and Inspire and Honour and Respect

This policy sets out the MVT’s commitment to the people who undertake volunteering on behalf of the MVT.

1. Scope

This Volunteer Policy applies to all individuals who give their time and skills to the Military Vehicle Trust (MVT), regardless of their specific role or the nature of their involvement. This includes members of the Council of Management, Trustees and co-opted members, Area Secretaries, and those who assist with the organisation and running of events. The policy is designed to provide a clear and consistent framework for all volunteering activities, whether ongoing or event-based, across the organisation.

2. Principles of Volunteering

At the Military Vehicle Trust, volunteering is at the core of our operations. Every role within the organisation is undertaken on a voluntary basis, and there are no paid employees. We are committed to ensuring that all volunteers are welcomed, included, and valued for their unique contributions. Volunteers are never asked to undertake roles that would otherwise be performed by paid staff, and we strive to foster an environment of respect, support, and shared purpose.

3. Volunteer Roles

The Trust recognises a variety of volunteer roles, each essential to achieving our charitable aims. These roles include members of the Council of Management, Trustees and co-opted members, Area Secretaries, and volunteers who assist at events. Each role carries its own responsibilities and expectations, and volunteers are provided with the necessary information and support to enable them to fulfil their duties effectively. For example, Area Secretaries receive a handbook outlining the specific responsibilities of their role, while event volunteers are given guidance relevant to the activities they will be undertaking.

4. Recruitment and Selection

The Military Vehicle Trust is committed to recruiting volunteers in a fair, open, and inclusive manner. We welcome applications from individuals of all backgrounds and experiences, and our recruitment processes are designed to be transparent and accessible. Officers of the charity, including Trustees and members of the Council of Management, are required to complete a “fit and proper” form to confirm their suitability for the role, including consideration of financial and legal interests. At present, the Trust does not require Disclosure and Barring Service (DBS) checks for volunteers, as our activities do not typically involve working with

children or vulnerable adults. All volunteers are expected to act in the best interests of the Trust and to uphold its values at all times.

5. Expenses

The Trust recognises that volunteers may incur expenses in the course of their activities, and is committed to reimbursing pre-agreed, reasonable expenses in line with our procedures. Volunteers wishing to claim expenses must provide valid receipts and seek prior agreement where possible. The process for claiming expenses will be outlined separately and made available to all volunteers.

6. Induction and Training

While the Trust does not operate a formal training programme for volunteers, we are committed to ensuring that all volunteers receive the information and support they need to carry out their roles effectively. Area Secretaries are provided with a comprehensive handbook, and other volunteers receive guidance relevant to their specific activities. Volunteers are encouraged to seek advice and support whenever needed, and we aim to foster a culture of learning and development within the organisation.

7. Safeguarding

The Military Vehicle Trust takes its safeguarding responsibilities seriously and has appointed a designated Safeguarding Officer to oversee this important area. All volunteers are expected to be familiar with and adhere to the Trust's safeguarding policy, which sets out the procedures for responding to any concerns about the welfare of children, young people, or adults at risk. While the Trust's activities do not routinely involve vulnerable groups, we are committed to maintaining the highest standards of safeguarding at all times.

8. Health and Safety

The health, safety, and wellbeing of our volunteers is of paramount importance to the Trust. All volunteers are covered by the Trust's health and safety policy and are expected to comply with the guidance set out in our events documentation. Volunteers must take reasonable care of their own health and safety and that of others who may be affected by their actions. Any risks associated with volunteering activities are highlighted in our health and safety and events guidance documents, and volunteers are required to follow all instructions and procedures provided.

9. Insurance

The Military Vehicle Trust provides Public Liability Insurance and Officers Insurance to cover all volunteers while they are undertaking approved activities on behalf of the Trust. This insurance does not extend to personal possessions or private vehicles (Excluding PLI for military vehicles) used in the course of volunteering. Volunteers are advised to ensure that their own insurance arrangements are adequate for any personal property or vehicles used during Trust activities.

10. Recognition

The Trust is deeply grateful for the time, skills, and commitment of its volunteers. While we do not currently operate a formal volunteer recognition scheme, we are committed to acknowledging and celebrating the contributions of our volunteers in appropriate ways. We recognise that volunteers are motivated by a variety of factors, and we strive to create an environment where everyone feels valued and appreciated.

11. Diversity and Inclusion

The Military Vehicle Trust is committed to promoting diversity and inclusion in all aspects of its work. We welcome volunteers from all backgrounds and are committed to providing an environment that is free from discrimination and harassment. Our approach to diversity and inclusion is set out in our separate Diversity and Inclusion Policy, which all volunteers are expected to read and follow.

12. Data Protection

The Trust is committed to protecting the privacy and personal data of its volunteers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal information is collected, stored, and processed only as necessary for the administration of volunteering activities and in line with our Data Protection Policy. Volunteers are encouraged to familiarise themselves with this policy and to seek advice if they have any concerns about data protection.

13. Problem Solving and Complaints

The Military Vehicle Trust is committed to addressing any concerns or issues raised by volunteers promptly and fairly. Volunteers who have concerns about any aspect of their involvement with the Trust are encouraged to raise these through the procedures set out in our complaints and whistleblowing policy. We believe that open communication and early resolution of problems are key to maintaining a positive volunteering environment.

14. Ending Volunteering

Volunteers are free to end their involvement with the Trust at any time and for any reason. While we do not currently conduct formal exit interviews or feedback processes, we welcome any comments or suggestions from departing volunteers that may help us to improve the volunteering experience for others.

15. Legal Compliance

This policy has been developed in accordance with relevant UK legislation and best practice guidance, including the Charity Commission's guidance for volunteer management, the Equality Act 2010, the Health and Safety at Work Act 1974, and the Data Protection Act 2018. The Trust is committed to reviewing and updating this policy regularly to ensure ongoing compliance with legal and regulatory requirements.