

FRAME Volunteer policy



FRAME has a long and proud history as the oldest charity in the UK focused on replacing animals in biomedical testing. Our vision is world where non-animal methods are accepted as scientific best practice.

FRAME was founded in London in 1969 by Dorothy Hegarty. The main aim of FRAME has always been to promote the three R's and in particular Replacement by validated, reliable, and reproducible alternative methods for predicting human adverse effects. We have been influential in developing and validating new research methods as well as advising regulators and policy-makers. We are a small, supportive team who work closely together, despite all being based at home.

We rely on the time, energy, expertise and goodwill of a number of volunteers to achieve our objectives and equally we hope that volunteering with us will be enjoyable and help you achieve your aspirations. This policy sets out the roles of volunteers within our organisation, what we offer and expect, and how manage that work.

Types of volunteering at FRAME

There are many ways you can volunteer for FRAME dependent on your time available, skills and interests; if you are interested in donating your time or skills then please check our website regularly for current opportunities or contact us via hello@frame.org.uk

Some examples of opportunities include:

- *Desk-based research and admin support:* FRAME operates on a very small staff team and we always have more that we want to do than we are able! If you have good word, excel, and internet research skills, and a few hours to spare, you could help us take more action to eliminate animal research. Get in touch on hello@frame.org.uk for current projects.
- *Offer your expertise as a scientific advisor:* New methods of exploring research questions without using animals are being developed all the time and we are always looking for interested experts who are willing to advise, comment on, and review our publications and content.
- *Become a trustee:* Our trustees decide the strategy and direction of the organisation and have overall legal responsibility for the charity. If you have scientific expertise, an interest in charity governance, and a passion for what we do, then keep an eye out for vacancies. Vacancies for trustees are advertised on our website and social media channels.
- *Get involved with ATLA as an author or reviewer:* Our journal, Alternatives to Laboratory Animals (ATLA) is always open for submissions and regularly recruits reviewers and Editorial Board members. If you are an academic interested in making a difference to the dissemination and reach of alternatives research, then why not get involved.
- *Write for us:* Could you write a blog or article for our website or newsletter? Perhaps a review of your experiences of animal or non-animal research, an insight from industry, or an opinion piece. We are always looking to hear new voices in line with our missions, and can provide guidelines and editorial support.
- *Fundraise for us:* Do you have a workplace charity, or regularly hold a department coffee morning to raise money for charity? Would you consider making FRAME your charity of choice? Or are you up for more of a challenge? If you wish to run a £5k, undertake the Three Peaks Challenge, or even run a marathon, if you believe in what we do then why not use the opportunity to fundraise for us? If you are interested, please contact us and we can provide support and information.

- *Become an online – or offline! – advocate:* Are you active on social media? Could you use your voice to amplify our message by sharing and promoting our content to ensure we reach as many scientists, researchers and policy-makers as possible. If social media is not your thing then do you have a staff room, common room, noticeboard, departmental meeting or other forum in which you could help us to advertise what we do? If you would like any leaflets or flyers to put up then please get in touch.

Recruitment of volunteers

Different types of volunteering opportunities will have different recruitment processes and requirements. Volunteer roles will usually have an advertisement and a role description, and these will detail any necessary skills, and the application and selection process where one exists. These will be available on the FRAME website during the recruitment process. For some roles we may need to request references.

We act at all times with respect for equality and diversity and will take whatever measures we are able to ensure that our opportunities are available to the widest selection of people. We will monitor our processes to ensure our we are operating inclusively and fairly.

Starting to volunteer with us

We will send you a volunteer agreement outlining the specific details of the volunteer role, expectations of both you and us, and key contact details.

Induction and training will be offered depending on the volunteer role. This might involve for example, written guidelines, a phone call/Skype with a key contact, attendance at a meeting, or a visit to the FAL.

Expenses

Volunteers are able to claim eligible, agreed out of pocket expenses via our expenses policy. If you think the role might incur expenses and you are unsure about their eligibility please discuss this with your key contact prior to accepting the role.

Supervision and support

All volunteers will have a key contact who will provide support and can offer any advice and guidance. This will usually be the Scientific Liaison Officer or the CEO. They will usually be contactable via email and will aim to respond within two working days.

Confidentiality and data protection

Depending on the nature of the volunteering role, volunteers may handle commercially sensitive information, or personal information falling within the GDPR. FRAME will outline the relevant issues during the role induction. All volunteers are expected to adhere to the data protection policies, processes and safeguards of the organisation. We will retain and process your information only as necessary to manage your volunteering role. This may occasionally involve your details being passed to a third party, such as our accountant for the payment of expenses.

Problem solving and complaint procedures for volunteers

We hope you will really enjoy volunteering for us, but if you have any issues at all these can be raised with your key contact in the first instance. If you cannot reach a resolution this way then please forward your issue to the CEO. We will always attempt to solve any issue by informal means or mediation, in the first instance.