

# EXAMPLE VOLUNTEER AGREEMENT



[Name of organisation] wishes to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteering experience with us enjoyable and rewarding.

This Agreement describes what you can expect from us and the standards of personal and professional conduct we expect from you.

Your role as a volunteer is [role title] and starts with a [length of time] trial period on [date].

We, [name of organisation], will do our best to:

- To provide an induction to the organisation, other volunteers, your volunteering role and to provide the training you need to meet the responsibilities of this role;
- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To explain the policies relating to Health and Safety, Diversity, Confidentiality and the Sorting Out Problems processes;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes or problems;
- To do our best to help you develop your volunteering role with us;
- To reimburse any reasonable 'out of pocket' expenses incurred by you during the course of your work (see volunteer expense policy provided with the handbook);
- To provide a safe and healthy environment in which you can work (see health and safety policy provided with the handbook);
- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us;
- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy (see diversity policy provided with the handbook);
- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us (see volunteer policy provided with the handbook).

I, \_\_\_\_\_, agree to do my best to:

- Help the organisation fulfil its aims and objectives;
- Perform my volunteering role to the best of my ability;
- Follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and service users;
- Maintain the confidential information of the organisation and the service users;
- Meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- Agree that any work I produce as a volunteer will be owned by the organisation.

This agreement is in honour only and is not intended to be legally binding.  
There is no intention of an employment relationship.

Signed ..... Date ..... (for the organisation)

Signed ..... Date .....