



## Volunteer Agreement

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

### 1. You are a volunteer

If you accept the volunteer role as described in your position description, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

### 2. What you can expect when volunteering at Leep NGO

Leep NGO values its volunteers and we will endeavour to provide you with:

- a written position description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and any training necessary for the volunteer role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a Supervisor, so that you have the opportunity to ask questions and get feedback
- insurance to cover you for the volunteer duties you are authorised to perform.

### 3. What Leep asks of its volunteers

We ask that you:

- support Leep NGO's aims and objectives
- participate in all relevant induction and training programs and support meetings/surveys
- only undertake duties you are authorised to perform and always operate under the direction of nominated staff and adhere to reasonable directions and instructions
- understand and comply with the organisation's policies and procedures including Volunteers, Workplace Grievances, WHS, Emergency & Evacuation, Home Visiting.
- notify your Supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers, or the workplace
- behave appropriately and courteously to all staff, clients and the public in the course of your role
- support a non-discriminatory workplace and understand that bullying or harassment are not tolerated at Leep NGO

- use any property or equipment given to you in your role safely, for the purpose of the role and return it to the organisation when you finish your volunteer role
- maintain privacy and confidentiality of personal and organisational information and only access files that your Supervisor has given you permission to view, move or edit
- commit to the hours and frequency of your volunteer role; and contact your Supervisor as soon as reasonably possible to advise if you will be late or unable to attend the volunteer activity
- let us know if you wish to change the nature of your contribution (e.g. hours, role) to Leep NGO at any time
- comply with the law at all times
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive
- upon resignation from the volunteer role complete a volunteer exit interview or survey
- complete an Image Consent and Release form.

#### **4. Role description and details**

It is important that you only perform the tasks described in your position description and that you follow the instructions of your supervisor.

It is also important that you are not affected by drugs or alcohol when you are volunteering.

If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your Supervisor.

#### **5. The health and safety of you and others**

At Leep NGO, the safety of everyone who is involved in our organisation, is a priority.

Under the Work Health and Safety (WHS) Act and other laws, Leep NGO has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you have WHS responsibilities too. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by Leep NGO
- to let Leep NGO know of any concerns you may have about safety and/or fitness in undertaking our role, and
- to cooperate with any reasonable policies and procedures of Leep NGO.

Please do not hesitate to talk to your Supervisor at any time if you have any health and safety concerns.

#### **6. Induction and training required before you start in the volunteer role**

Leep NGO is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason it is our policy that all volunteers undertake induction and/or training prior to commencing their volunteer position.

Induction includes:

- Introduction to WHS, Incident & Hazard Reporting
- Site induction
- Volunteer handbook and access to Leep's Policies and Procedures
- How to log your volunteer hours on Volunteer Attendance Record.

## 7. Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. With regard to volunteerism, Leep NGO has the following insurances: Public and Products Liability; and Voluntary Workers Personal Accident.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

- only undertake duties you are authorised to perform
- report an incident as soon as it has occurred,
- complete a volunteer attendance record each time you volunteer.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities.

## 8. Intellectual Property

All volunteers at Leep NGO agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Leep NGO to Leep NGO.

Volunteers are taken to consent to Leep NGO's use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use. Volunteers and Leep NGO may also enter into a separate agreement for significant works.

**To acknowledge that you have read and agree to this document, please indicate so in the survey on the training website.**