

Volunteer agreement

Herefordshire Council values and respects the time, skills and enthusiasm of volunteers and actively encourages their participation and involvement in the organisation's activities. This agreement is not a contract, but a set of principles that we each sign up and commit to:

1. **Fairness and diversity**
We aim to treat everyone fairly, and with respect and dignity. We ask volunteers to maintain high standards of behaviour, as set out in the council's Equality Policy and not promote their religious, cultural or political views whilst volunteering.
2. **Induction and training**
We will provide an induction on the service and location where you will be volunteering, plus role specific training and guidance, which we ask you to complete, in order to support you to fulfil your volunteering role.
3. **Supervision and support**
We will provide supervision and support through a named person, who will discuss your volunteering, explain the standards we expect, and provide on-going support. We will reimburse you for previously approved out-of-pocket expenses, which are appropriately receipted and in accordance with the council's employee expenses policy.
4. **Health and safety**
We will provide relevant health and safety training and ask you to adhere to safe practices in your volunteering. Volunteers are covered by insurance whilst undertaking approved volunteering for Herefordshire Council.
5. **Commitment**
Volunteering time commitments will be set and adjusted, by mutual agreement. We ask that you show commitment to the aims of the service whilst volunteering for us and inform your supervisor at the earliest opportunity, of any changes in your circumstances which affect your ability to volunteer.
6. **Confidentiality**
Volunteer personal records will be held by Herefordshire Council, according to data protection requirements. We ask volunteers to treat confidentially any personal information they come into contact with whilst volunteering. Volunteers requiring access to any Herefordshire Council networked computer system, as part of their volunteering role, will complete a third party access agreement form.
7. **Solving problems**
We hope that your volunteering will go smoothly, and will try to resolve any problems, grievances and difficulties you may experience whilst volunteering with us. At any time, either party can terminate this volunteer agreement. We would appreciate as much notice as you can give, if you decide to end your volunteer role.
8. **Disclaimer**
This agreement is binding in honour only, and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Volunteer name _____ Volunteer signature _____

Supervisor name _____ Supervisor signature _____