



# Volunteer Agreement

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This volunteer agreement describes the arrangement between Reuse and Thrive (the Organisation) and <name> (the Volunteer)

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience of volunteering with us enjoyable and rewarding.

## **Your Role**

Your role as volunteer is <role title> and starts on <date> and is for an initial period of <x months>. You have agreed to volunteer <x hours> per week with us.

A role description is attached to this agreement which outlines the main duties we expect you to undertake.

## **Our Role**

Our role as the Organisation is to provide you with the following:

### **1. Induction and training**

To provide you with thorough induction on the work of (organisation) and its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook provides written details of this.

## **2. Volunteering Schedule**

Provide you with a monthly schedule that details the days and times you are able to volunteer for us

## **3. Supervision, support and flexibility**

To explain the standards, we expect for our services and to encourage and support you to achieve and maintain them.

To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.

To do our best to help you develop your volunteering role with us.

## **4. Expenses**

To repay applicable out-of-pocket expenses, following procedures in the Volunteer Handbook

## **5. Health and safety**

To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

## **6. Insurance**

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

## **7. Equal opportunities**

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook.

## **8. Problems**

To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us.

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

## Your Agreement

I, the volunteer named above agree:

- to help Reuse and Thrive fulfil its charitable purposes
- to perform my volunteering role to the best of my ability
- to follow all the organisation's procedures and standards, detailed in the volunteer handbook
- to meet time commitments and standards agreed to, and to give reasonable notice so that other arrangements can be made
- to provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

This agreement is binding in honour only, 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.

Signed on behalf of Reuse and Thrive

Date

Print name and position: \_\_\_\_\_

Signed by the Volunteer

Date