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Please adapt this sample document according to your actual working practices, so that it accurately describes them whilst reflecting relevant good practice and legal issues. More information can be found at: [www.volunteering.org.uk/goodpractice](http://www.volunteering.org.uk/goodpractice)

Please also note that Volunteering England is not able to accept responsibility for the use of this document by another group or organisation and our logo should not appear on any versions adapted for your own use.

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## Volunteer Agreement

Volunteers are an important and valued part of [organisation name]. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

### **We, [organisation name], will do our best:**

- to introduce you to how the organisation works and your role in it and to provide any training you need. The initial training agreed is [     ].
- to provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us. Your manager's/supervisor's name is [     ].
- to respect your skills, dignity and individual wishes and to do our best to meet them.
- to reimburse your travel and meal costs up to our current maximum\*.
- to consult with you and keep you informed of possible changes.
- to insure you against injury you suffer or cause due to negligence\*.
- to provide a safe workplace\*.
- to apply our equal opportunities policy.
- to apply our complaints procedure if there is any problem.

### **I, [name of volunteer], agree to do my best:**

- to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- to follow [organisation name]'s rules and procedures, including health and safety, equal opportunities and confidentiality.

\*More details on these issues are provided in the volunteer handbook.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.