



# 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.

The Organisation:	the Global Greeter Network Foundation
The Contact Person / Supervisor:	TBI
The Role:	TBI
The Volunteer (you):	TBI

## 1. You are a volunteer

- a. **The Role** at the Global Greeter Network Foundation is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below at paragraph 9).
- b. Neither the Global Greeter Network Foundation or **you** intend any employment or contractual relationship to be created (i.e., **you** are not an employee, independent contractor or consultant at the Global Greeter Network Foundation. 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 the Global Greeter Network Foundation

- a. The Global Greeter Network Foundation values its volunteers and we will endeavour to provide **you** with:
  - i. a written position description so you understand **The Role** and the tasks **you** are authorised to perform
  - ii. a full induction, orientation and any training necessary for **The Role**
  - iii. a safe environment in which to perform **The Role**
  - iv. respect for your privacy, including keeping your private information confidential
  - v. a supervisor, so that you can ask questions and get feedback (see para. 4 below)
  - vi. reimbursement for your reasonable expenses so you are not out-of-pocket because of volunteering for us (for further information see para. 9 below), and



# VOLUNTEER AGREEMENT

## 3. What the Global Greeter Network Foundation asks of its volunteers?

- a. We ask that you to:
  - i. Support the Global Greeter Network Foundation aims and objectives
  - ii. participate in all relevant induction and training programs
  - iii. only undertake duties **you** are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
  - iv. understand and comply with the organisation's policies and procedures including equal opportunity, health and safety, privacy and confidentiality policies)
  - v. 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
  - vi. behave appropriately and courteously to all staff, clients and the public in the course of your role
  - vii. use any property or equipment given to you in **The Role** safely and only for purpose of **The Role** and return it to the organisation when **you** finish your volunteer role
  - viii. let us know if **you** wish to change the nature of your contribution (e.g. hours, role) to the Global Greeter Network Foundation at any time
  - ix. comply with the law at all times, and
  - x. 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.

## 4. Contact person

- a. Your contact person at the Global Greeter Network Foundation will be at the top of this agreement. If **you** have any questions or concerns about **The Role**, your health and safety, or if there is any assistance **you** need to help **you** undertake **The Role**, please contact your **Supervisor** as soon as possible.

## 5. Role description and details

- a. It is important that you only perform the tasks in this role description and that you follow the instructions of your **Supervisor** and the Global Greeter Network Foundation staff.
- b. The Role description is attached in annex A.



# VOLUNTEER AGREEMENT

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

## 6. The health and safety of you and others

- a. At the Global Greeter Network Foundation volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. There may be legal actions (such as negligence claims) that mean we always need to consider work health and safety issues. Under OHS laws, the Global Greeter Network Foundation 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** may have OHS duties too. These include:
  - i. to take reasonable care for your own health and safety
  - ii. to take reasonable care for the health and safety of others
  - iii. to comply with any reasonable instruction by the Global Greeter Network Foundation
  - iv. to let the Global Greeter Network Foundation know of any concerns **you** may have about safety and/or fitness in undertaking **The Role**, and
  - v. to cooperate with any reasonable policies and procedures of the Global Greeter Network Foundation.
- b. We will provide you with a full induction, safety equipment and role training appropriate to **The Role** when you commence **The Role** with our organisation. However, please do not hesitate to talk to your **Supervisor** at any time if you have any health and safety concerns.

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

- a. The Global Greeter Network Foundation 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 at the Global Greeter Network Foundation prior to commencing their volunteer position. Please contact your Supervisor to confirm you can attend a session.

## 8. Information we require before you can start in the volunteer role

- a. Before **you** can commence **The Role**, we need the following information:
  - i. your full name
  - ii. your current address
  - iii. your current phone contact details



# VOLUNTEER AGREEMENT

- iv. your nationality, and
- v. your age
- vi. a photo ID

## 9. Volunteer expenses and other benefits

- a. As a volunteer, the Global Greeter Network Foundation will provide **you** with reimbursement for any reasonable out-of-pocket expenses that **you** incur when performing authorised tasks associated with **The Role**.
- b. We do this to ensure that **you** are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts.
- c. We may sometimes provide **you** with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of the Global Greeter Network Foundation and is not payment in lieu of salary.

## 10. Intellectual Property

- a. All volunteers at the Global Greeter Network Foundation 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 the Global Greeter Network Foundation to the Global Greeter Network Foundation. Also, volunteers are taken to consent to the use by the Global Greeter Network Foundation of such creations in a manner reasonably contemplated by the voluntary services provided under this agreement. As a volunteer, **you** also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that **you** have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name: \_\_\_\_\_

Volunteer signature: \_\_\_\_\_

Date: \_\_\_\_\_