

**Volunteer Agreement**

This agreement is intended to indicate the value we place on volunteers and their commitment to the Organisation. The intention of this agreement is to assure that both the organisation and the volunteer’s needs are met and that they comply with the organisation policy and procedure.

**What volunteers can expect from Teesside Hospice**

Teesside Hospice Care Foundation agrees to accept the services of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting on \_\_\_\_\_\_\_\_\_\_\_\_\_ and we commit to the following ;

1. To provide a departmental induction and relevant training to allow the volunteer to meet their responsibilities whilst completing their voluntary work.
2. To ensure appropriate support and supervision as required for the role and provide honest feedback on performance.
3. To listen to comments made by the volunteer in which we might mutually better accomplish our respective tasks.
4. To treat the volunteer as an equal partner with the organisation’s staff, jointly responsible in meeting the organisations mission.

**The Volunteer**

Agrees to serve as a volunteer and commit to the following;

1. To undertake any relevant training pertaining to their voluntary duties.
2. To perform their voluntary duties to the best of their ability. To accept support, supervision and to understand and agree to management decisions.
3. To be honest, reliable and trustworthy whilst volunteering for the organisation. To arrive for voluntary duties on time and to inform their line manager of any changes e.g. annual leave, sickness.
4. To adhere to organisational policy, procedures and confidentiality, pertaining to organisational business.

**Agreed to**

Volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Line manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE: THIS IS IN HONOUR ONLY AND IS NOT INTENDED TO BE A LEGALLY BINDING CONTRACT OF EMPLOYMENT.**