Haemochromatosis • UK
Helping people live with iron overload
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Henrith Business Centre
3 Enterprise Way
Spalding E11 3YR

1st February 2020

Dear Fred,

Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within Haemochromatosis UK. We greatly appreciate you volunteering with us and are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer role

Your role as volunteer is HELPLINE VOLUNTEER as set out in the attached volunteer role description and starts todays. We hope that you will usually be able to volunteer with us for at least the time commitment suggested in the role description so that we can each get the most from the volunteering experience. However, we are flexible about when you work within the constraints of drawing up a rota so please let us know if you would prefer a different arrangement.

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, and to comply with our data protection policy and out-of-pocket expenses policy. You can expect us to deal with you in accordance with our equal opportunities policy.

2. Induction and training

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

3. Supervision and support

Your main point of contact during your volunteering with us is our Volunteer Coordinator, Sally. You will have regular meetings or calls with Sally to agree targets for your volunteering role and discuss any problems or issues you may have.

Please give Sally as much notice as possible if you are unable to volunteer when expected.

4. [Intellectual Property Rights

You grant our charity a fully paid-up, non-exclusive, royalty-free, non-transferable licence to copy and modify the Materials identified in Schedule 1.]

5. Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out in our Volunteer Expenses Policy.

6. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

7. Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to Haemochromatosis UK, our members or our partners. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

8. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us so that we can rearrange our rota.

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.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely,

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On behalf of Haemochromatosis UK

I understand the contents of this letter.

Signed .....

Fred Bloggs (Volunteer)

Date .....

Schedule 1 – Materials

TO BE COMPLETED ONLY IF REQUIRED