

## LEICESTERSHIRE AIDS SUPPORT SERVICES

### VOLUNTEER AGREEMENT

July 2009

This agreement is binding in honor only  
Between **VOLUNTEER NAME** & Leicestershire AIDS Support Services  
(Hereinafter referred to as "The Volunteer")

This volunteer agreement is not intended by the volunteer or the Organisation to be a legally binding agreement nor is it intended to create an employment relationship between the volunteer or the organisation.

The organisation's main purpose is to provide a range of services for people in the City of Leicester, Leicestershire, and Rutland who are affected by HIV/AIDS. The organisation also works to prevent the spread of HIV and to promote positive sexual health through education, training, and community initiatives. The organisation encourages and welcomes volunteers. This agreement sets out the relationship between the volunteer and the organisation.

#### Referees

Prior to becoming a volunteer we require you to complete an application form which also asks you to provide the contact details of two people we can contact to reference you. We also require you to be checked by the Criminal Records Bureau.

#### Your role as a volunteer

The task that you will be asked to undertake as a volunteer are listed in the task description which is issued separately.

#### What you can expect from us

We will provide you with

- An introduction to LASS and your volunteering role within it.
- Training related to your responsibilities as a volunteer. (We hope that you will take advantage of this to improve and maintain your skills).
- The Company Administrator will supervise your volunteering and with him/her you can discuss your work.
- A review of your volunteering role after three months. This will normally be carried out by the Company Administrator.
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work.
- Injury insurance for injuries incurred while fulfilling your authorised volunteer work.
- Reimbursement of your expenses. The organisation does not want you to be disadvantaged financially as a result of your volunteering. It will therefore provide you with:
  - Expenses or any additional travel costs outside those normally incurred (i.e. no financial loss at all to the volunteer because of the volunteering role with LASS) however, in all instances, expenses should be agreed in advance with the Company Administrator.

All expenses must be submitted, with receipts to the Finance & Corporate Services Manager within 28 calendar days.

#### What the organisation expects from the volunteer.

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we have no work for you we will let you know as soon as possible.

**Confidentiality**

You are not authorised to partake in any work or activity of LASS until you have read, understood and signed to acknowledge your understanding of the LASS confidentiality policy.

In the course of your volunteering you will come across confidential information about the organisation, its staff, its service users and other third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law. You will be asked to read our confidentiality policy and sign up to demonstrate you understand it and will adhere to it.

You must not keep a confidential issue to yourself, it should be shared with your supervisor in the case of issues which need to be addressed. An example of this could be knowledge of criminal activity told to you in confidence.

**Policies**

You will abide by the organisation's health and safety and equal opportunities policies. These can be found in the documents that have been given to you.

**Ideas and work place issues.**

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with the Company Administrator.

Should you run into any issues which hinder your ability to complete a task or a piece of work, you should speak to your line manager in the first instance. If they are unavailable, you should inform the company administrator. If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, you should discuss this with the Company Administrator.

**Complaints**

Complaints, in the first instance will try to be resolved informally, but if this is not possible any complaints you have about LASS, its staff, services users, customers, clients and suppliers will be dealt with following the formal complaints procedure. In addition, complaints from staff, services users, customers, clients and suppliers regarding you will also be dealt with informally, however if this is not possible, the formal complaints procedure will be applied

**Termination**

Either you or the organisation can terminate this agreement with or without notice at any time however we would request that you try to give us as much notice as possible.

**Declaration**

I understand that my volunteering role with LASS is subject to satisfactory references; including a satisfactory enhanced criminal record check and that my volunteer agreement is binding in honour only. I also agree that in accordance with the 1998 Data Protection Act, LASS may hold and use personal information about me for volunteering reasons and to keep in touch with me and that I will update LASS if my details change. I authorise LASS to store my personal information on both manual or computer files on the understanding that it will be held securely and only accessed by appropriate personnel.

Signed

Signed

\_\_\_\_\_ Date \_\_\_\_\_  
(The Volunteer)

\_\_\_\_\_ Date \_\_\_\_\_  
(On behalf of Leicestershire AIDS Support Services)

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_