

Volunteer Agreement

Volunteers are an important and valued part of the Wildlife Trust and we are committed to doing the best we can to make your volunteer experience enjoyable and to making you feel a full part of our team. This agreement tells you what you can expect from us, and what we expect from you.

The Organisation

The Wildlife Trust of South and West Wales (WTSWW) will not bar any individual from volunteering on the basis of race, religion, colour, gender, disability, employment status etc. You will be treated with respect and courtesy and in return will be expected to behave in a similar manner towards others. As a volunteer with WTSWW you can expect us to provide you with:

- An induction outlining our work, our staff and your role and provide any initial training you need to meet the responsibilities of your role
- A named member of staff to guide, advise, support and help you with any problems you may have during your time with us. In the event of an unresolved problem, we offer an opportunity to discuss the issues in accordance with the procedures set out in our complaints and disciplinary policies and guidelines
- Travel and out of pocket expenses, following the procedures in the induction and our expenses guidelines
- Adequate insurance cover for volunteers undertaking voluntary work approved and authorised by us
- Recognition and thanks for the work you do

The Volunteer

As a Volunteer for WTSWW we expect you to:

- Comply with all the rules and polices of WTSWW and maintain the confidential information of the organisation and of its clients
- Comply with all relevant legal obligations placed upon WTSWW including Health and Safety and Fire regulations
- Honour any appointments or commitments which you give or to inform your supervisor if you are unable to do so in a particular instance
- To complete the tasks you undertake to the best of your ability

This agreement is binding in honour only, is not intended to be a legally binding contract between you and WTSWW 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.

Signed by:

Line manager/Supporter:.....

Volunteer:.....

Date:.....

This agreement will be reviewed on: