



## Volunteer Agreement

Volunteers are an important and valued part of Rugby Borough Council. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

### ***We, Rugby Borough Council, will do our best:***

- To introduce you to our organisation and your role in it and to provide all inductions and training you need for your volunteer role.
- To have a clear system of feedback so that you can tell us if you are happy with how your work is organised.
- To supply you with a branded uniform to wear when working.
- To insure you against injury you suffer or cause whilst carrying out your volunteering approved roles.
- To provide a safe working environment.
- To apply our equal opportunities policy.
- To apply our complaints procedure if there is any problem.

- Your Supervisor is: **Jessica Hartshorn, RAGM** Tel: **01788 533211**

### ***As a volunteer I agree to do my best:***

- To work reliably and perform any volunteering role to the best of my ability, and to give as much warning as possible whenever I am unable to work as expected.
- To follow Rugby Borough Council's rules and procedures, including health and safety, equal opportunities and confidentiality in relation to its staff, volunteers and clients.
- To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.

**Note: this agreement is an honour only and is not intended to be a legally binding contract of employment.**

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