



Volunteer Agreement Form

This document is an “at-will” agreement between you and Wide Horizons, Inc. It may be cancelled at any time by either us or you without cause.

1. You are a volunteer

Your role at Wide Horizons, Inc. is a volunteer position. This means that you perform all duties on a voluntary basis, and you will not receive remuneration or payment for your work, other than reasonable reimbursement of agreed upon expenses.

Neither Wide Horizons, Inc. nor you intend any employment or contractual relationship to be created i.e. you are not an employee, independent contractor, or consultant at Wide Horizons, Inc. If this changes at any time, and there is a possibility that you might undertake paid work for the organization or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What you can expect when volunteering at Wide Horizons, Inc.

Wide Horizons, Inc. values its volunteers and we will endeavor to provide you with:

- a written position description so you understand your role and the tasks you are authorized to perform
- a safe environment in which to perform your role
- appropriate tools and support necessary to fulfill the roll for which you are volunteering
- respect for your privacy, including keeping your private information confidential
- a primary contact in the organization, so that you have the opportunity to ask questions and get feedback
- reimbursement for your reasonable expenses so you are not out-of-pocket because of volunteering for us

3. What Wide Horizons, Inc. asks of its volunteers? We ask that you:

- support Wide Horizons, Inc.’s goals, objectives and mission
- participate in all relevant introduction and training programs
- only undertake duties you are authorized to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organization’s policies and procedures; for example:



Volunteer Agreement Form (continued)

equal opportunity, health and safety, privacy, and confidentiality policies

- notify your primary contact or another member of staff of any workplace health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- behave appropriately and courteously to all staff, clients, and the public during your role
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organization when you finish your volunteer role
- let us know if you wish to change the nature of your contribution e.g. hours, role to Wide Horizons, Inc. at any time
- always comply with the law, and
- be open and honest in your dealings with us, and let us know if we can improve our volunteer program and the support that you receive.

4. Contact person

Your primary contact person at Wide Horizons, Inc. was indicated in your welcome email. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please reach out to that individual as soon as possible. Additionally, Wide Horizons, Inc. has an open-door policy. You may contact any of its officers or directors regardless of the availability of your primary contact. We are ready to assist you in any reasonable means.

5. Role description and details

Your specific roles and responsibilities have been attached in a separate document.

6. Your health and safety and that of others

At Wide Horizons, Inc., volunteer safety, and the safety of everyone who is involved in our organization, is a priority.

Wide Horizons, Inc. and its officers and directors have a duty of care to minimize risks to everyone affected by its conduct including paid employees, volunteers, and program participants. We continually monitor and assess the conditions in which the individuals involved in our organization perform. We adjust policies and procedures as necessary to ensure a safe and healthy work environment. You will be notified if these types of changes are made.

Volunteer Agreement Form (continued)

It also means that as a volunteer, you may have duties too. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by Wide Horizons, Inc.
- to let Wide Horizons, Inc. know of any concerns you may have about safety and/or fitness in undertaking your role, and
- to cooperate with any reasonable policies and procedures of Wide Horizons, Inc.

We will provide you with appropriate training, safety equipment and other relevant items when you commence your duties with our organization. However, please do not hesitate to talk to your point of contact at any time if you have any health and safety concerns.

7. Information we require before you can start in the volunteer role

Before you can commence the volunteer role you may be required to consent to a background check. As such, we may require additional personal information from you and will work with you through that process.

All background check information will be conducted in accordance with our 'Background Check' policy and our privacy policy.

8. Volunteer expenses and other benefits

Wide Horizons, Inc. will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorized tasks associated with your role. Please seek approval from your primary contact prior to incurring any such expenses.

We do this to ensure that you are not financially disadvantaged because of your volunteer position with us. These payments are not remuneration or wages. You will always need to produce receipts when submitting for expense reimbursement.

We may sometimes provide you with other benefits as part of your volunteering role; examples include training, free food, accommodation, event entry, clothing, or equipment. Where this occurs, it is on a gratuitous basis at the discretion of Wide Horizons, Inc. and is not payment in lieu of salary.



Volunteer Agreement Form (continued)

9. Intellectual Property

All volunteers at Wide Horizons, Inc. agree to transfer all intellectual property rights and interests including copyright in any ideas or materials they create relating to their provision of voluntary services at Wide Horizons, Inc. to Wide Horizons, Inc.

Volunteers are taken to consent to Wide Horizons, Inc.'s use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement, agree to abide by its provisions, and have had an opportunity to ask questions.

Volunteer full name _____

Volunteer signature _____

Date _____