



Tŷ Hafan's Volunteer Agreement

The purpose of this agreement is to clarify reasonable expectations of both you, the volunteer and us, Tŷ Hafan.

This agreement is binding in honour only and is not intended to be legally binding.

We at Tŷ Hafan will do our best to:

- Introduce you to how the charity works your role in it and provide any training you need.
- Provide regular meetings with your manager to give you the opportunity to tell us if you are happy with how your work is organised and get feedback from your manager.
- Respect your skills, dignity and individual wishes and to do our best to meet them.
- Consult with you and keep you informed of possible changes that may affect you.
- Insure you against any injury you may suffer, caused due to any negligence on our behalf.
- Provide a safe workplace by applying our safeguarding policies and procedures.
- Apply our equal opportunities policy at all times.
- Work with you resolve any concerns, including following the problem solving procedure where appropriate.
- Provide appropriate resources and equipment to carry out your role.
- Recognise your volunteering achievements through Tŷ Hafan's recognition and engagement programme.
- Ensure that you are given the opportunity to decline or change your mind about a voluntary activity, without pressure.

You, the volunteer, agree to do your best to:

- Work reliably to the best of your abilities and give as much notice as possible when you cannot volunteer when expected.
- Follow and agree to Tŷ Hafan's rules and procedures related to volunteering, including health and safety, non-disclosure, equal opportunities and safeguarding policies and procedures.

- Give the best of your skills and abilities to meet the reasonable standards required by your voluntary role.
- Take part in training and update sessions relevant to the scope of your role.
- Ask for support when needed.
- Treat others with respect and dignity.
- Respect and maintain confidentiality

There are some occasions when you may be asked to step down from your volunteering duties.

These include, (but are not limited to), acts of breaches of the outlined above Volunteering Agreement and/or Non-Disclosure Agreement.

Other incidents include:

- Causing harm or abuse (direct or indirect, verbal or physical) to anyone in our care, other volunteers, staff members or the general public.
- Dangerous, reckless or violent behaviour involving risk or injury to others.
- Behaviour likely to offend or harass others, including insults relating to someone's physical or mental ability, race, sexual orientation etc.
- Theft, malicious damage or other criminal offences.
- Serious misuse of Information Technology e.g. accessing inappropriate websites on the Internet.
- Serious incapacity due to use of alcohol or illegal substances.
- Behaving in a way which may indicate you are unsuitable to volunteer with vulnerable people.
- Breaching our data protection guidelines.

Please sign below to confirm you agree to the Volunteer Agreement as outlined above:

Signature:

Print: