

MAGOR AND UNDY COMMUNITY HUB

VOLUNTEER POLICY and AGREEMENT

Volunteers are an important and valued part of the Magor and Undy Community Hub and we hope that you enjoy volunteering with us and feel part of this exciting project. We will do the best we can to make your volunteering role with us enjoyable and rewarding. This agreement describes what you can expect from us, and what we ask of you.

This agreement is not intended to be legally binding but sets out the expectations both you, the volunteer, and MUCH Trustees hold.

As a volunteer, I will

1. act honestly, responsibly, with integrity and within the policies of MUCH
2. not bring the Charity into disrepute
3. treat others with fairness, equality, dignity and respect and not engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race)
4. cooperate with MUCH Trustees to help everyone meet their legal requirements under the Health and Safety at Work Act 1974. I have a duty to take care of my own health and safety and that of others who may be affected by my actions.
5. take part in training and development necessary to fulfil my volunteer role in a competent and efficient manner
6. attend as a volunteer on the day(s) agreed and to give as much warning as possible when I am unable to attend.
7. maintain confidentiality of information received while a volunteer with MUCH and not pass confidential information on to third parties
8. attend and contribute to volunteer meetings where appropriate
9. If using my own vehicle as part of my volunteer role, ensure that my vehicle is insured for business use. (This does not include use of vehicle to travel between home and work)

MUCH trustees will

1. Support you in your volunteer role and do our best to help you develop your role with us
2. Respect the skills and experience which you bring to your volunteer role
3. Keep you informed of any possible changes to your volunteer role and consult with you on these where appropriate.
4. Treat you with fairness, equality, dignity and respect and not engage in any activity that may cause physical or mental harm or distress (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race)
5. Ensure that you have a safe place to work as a volunteer, with the necessary training in relation to health and safety and provide you with the necessary personal protective equipment to undertake your volunteer role.
6. Give you a named person who will oversee your induction, training and development and who will be your main contact for any concerns you may have in relation to your volunteer role.

Approved: April 2023

Next review: March 2024

7. Provide you with induction training in relation to your volunteer role.
8. Provide appropriate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us. NB. Volunteers' personal possessions are not insured against loss or damage.
9. Provide reasonable travelling and accommodation expenses, supported by receipt, within limits established by the committee.
10. In line with the MUCH GDPR policy, your contact details will be retained only for as long as you are an active volunteer.

If, at any time, you are unhappy or experience problems about aspects of your voluntary role with us, please contact your named person in the first instance. We will try to resolve any problems quickly and fairly. If you remain dissatisfied with the outcome, you may use the MUCH Complaints Procedure.

Volunteer's acceptance

I have read and understood the above and confirm my acceptance of the volunteer role.

Print Name

Sign Name

Date

On behalf of MUCH Trustees

Print Name

Sign Name

Date