



VOLUNTEER AGREEMENT

This agreement is between _____ (volunteer) and the Breast Cancer Research Trust (BCRT), and takes effect from _____

POSITION AND RESPONSIBILITIES

We (the BCRT) appoint you to the position of _____ on the terms and conditions contained in this agreement.

The responsibilities of the position are set out in the attached position description which shall form part of this agreement.

The days, times and location of work that have been agreed are:

Days:

Hours:

Location:

COMMITMENTS

- You agree you will work as a volunteer and not be paid for your work.
- You will tell the BCRT if you are unable to work on the agreed day and time, giving as much notice as possible
- We will provide you with an induction, training, support and feedback where applicable
- Feedback session will take place at least once every six months or after a project or event is completed
- You will resolve problems by raising concerns with your BCRT contact or the Trust Secretary. If the matter is not resolved that way you can contact the Trust Chairperson
- You will maintain confidentiality and will not tell any other person about information you find out through your work with the BCRT
- You will follow our policies, procedures and Code of Conduct and if relevant the policies and procedures of our host organisation, the Waikato DHB.
- You will keep yourself and others safe and will follow our health and safety information and directions.
- We will reimburse you for actual and reasonable expenses following discussion and declaration of receipts.

Either you or we can end this agreement at any time with immediate effect.

CODE OF CONDUCT

The purpose of this Code of Conduct is to inform volunteers the standards of conduct required. Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

EXPECTED BEHAVIOURS

At all times, we expect volunteers to:

- Be present at the agreed times and tell us if unable to volunteer
- Carry out duties and responsibilities in a safe, efficient and competent way
- Maintain a good standard of dress
- Comply with lawful and / or reasonable direction, instructions and policies
- Respect the privacy of individuals and only use confidential information for the purposes for which it was intended
- Neither use, not allow the use of, our organisation's property, resources, information, intellectual property or funds other than for authorised purposes
- Maintain the confidentiality of any information obtained while volunteering
- Observe safety procedures including:
 - Keeping yourself and others safe at all times
 - Notifying the organisation about hazards or potential hazards in the working environment
 - Notifying the organisation about any accident, incident or property damage
- Comply with New Zealand laws

Volunteers will not:

- create any liability for our organisation without authorisation
- act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc.)
- seek or accept any offers, gifts, rewards or benefits unless agreed to by a member of BCRT
- engage in any activity that may or causes physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others)
- be affected by alcohol, medication or non-prescription drugs while volunteering
- provide a false or misleading statement, declaration or claim
- falsify or change any documents or records
- engage in any activity that may damage our property
- have unauthorised possession of property belonging to anyone else
- engage in a criminal activity in our workplace.

CONFIDENTIALITY

Volunteers will not:

- use for their own benefit or gain or that of any other person, firm or company, any confidential information belonging to the BCRT
- directly or indirectly reveal or cause to be revealed to any third party confidential:

- information to any other employee not authorised to receive such information
- dealings, finances, transactions or affairs of the BCRT or any of its patients which may come to their knowledge during their period of volunteering

Any changes, innovations and ideas initiated by volunteers in the course of volunteering with the BCRT will belong to the BCRT and volunteers must do everything necessary to completely give ownership of such matters in the BCRT.

CONFLICTS OF INTEREST

Volunteers should avoid situations that may lead to conflicts of interest by:

- consulting with your BCRT contact before undertaking other roles in organisations whose goals, purposes or activities conflict with our organisation
- making sure your other commitments do not conflict with the performance of your duties at our organisation
- advising your BCRT contact immediately if a conflict of interest exists, occurs or could possibly occur.

BREACHES OF THE CODE OF CONDUCT

Breaches of the Code of Conduct may lead to a notification of unacceptable behaviour and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a volunteer.

DECLARATION

I, _____ confirm that I have read and understood the conditions of engagement and responsibilities detailed in this individual Volunteer Agreement and Position Description, confirming that I accept them fully and that I agree to follow the Code of Conduct during my time volunteering.

Signed Date

Signed for and on behalf of the Breast Cancer Research Trust

Signed Date