

Volunteer Agreement

This agreement is made on

Between

Mums4Mums Charitable Trust (Organisation)

and

(the Volunteer)

Background

The Postpartum Carer (Level 1) is a volunteer position. This means that the Volunteer agrees to perform all tasks assigned on a voluntary basis, of the Volunteers own free will, and the Volunteer will not receive remuneration for any work that is undertaken under this Agreement

The Volunteer understands and affirms that this Agreement is not intended to create an employment relationship between the Volunteer and the Organisation either now or any time in the future. Accordingly, the Volunteer agrees that they are not an employee of the Organisation, and the Volunteer is not entitled to remuneration or any other entitlements associated with employment.

The Organisation and the Volunteer agree that:

1. POSITION DESCRIPTION

- 1.1 During the Volunteer Period, you will be carrying out tasks allocated by the Organisation, which vary from client to client but in essence provide bespoke emotional, social and practical support and respite to the client.

2. VOLUNTEER DETAILS

- 2.1 The Voluntary activity will take place at the client's home and training and other events can take place at the Organizations premises at 145 17th Avenue Tauranga or other locations within the Tauranga wider area or as organized from time to time.
- 2.2 The Organisation's normal hours of operation are Monday to Friday 8:30 am to 5:00 pm.
- 2.3 The Volunteer may be asked to perform the volunteer activities of the Organisation's normal hours of operation. The exact hours of engagement are subject to agreement between the Volunteer and the Organisation.

3. WHAT THE VOLUNTEER CAN EXPECT

- 3.1 The Organisation values its Volunteer's and endeavours to provide the Volunteer with:
 - (a) a full induction, orientation and any training necessary for the Volunteer's role;

- (b) a safe environment to perform the Volunteer's role;
- (c) an Organisation contact, so that the Volunteer has the opportunity to ask questions and receive feedback and support;

4. THE ORGANISATION'S EXPECTATIONS

4.1 The Organisation requests that the Volunteer:

- (a) supports the Organisation with its aims and objectives;
- (b) participates in all relevant induction and training;
- (c) comply with the Organisation's policies and procedures with regards to equal opportunities, bullying and harassment, health and safety, whistle-blowers and confidentiality and Children's Act 2014;
- (d) behaves appropriately and courteously to Organisation staff, clients, customers, service users and the public, with whom the Volunteer interacts with in the course of the Volunteer's role;
- (e) uses any Organisation or client's property or equipment provided to the Volunteer for the purpose of the task designated to the Volunteer and leave these in good working at the conclusion of their volunteer shift or activity;
- (f) is honest in the Volunteer's dealings with the Organisation.

5. CONFIDENTIALITY

- 5.1 The Volunteer acknowledges that during the course of their engagement under this Agreement that the Volunteer will have access to Confidential Information belonging to the Organisation.
- 5.2 The Volunteer agrees that not at any time during (except in the proper course of carrying out the Volunteer's role) or after this Agreement has ended, whether directly or indirectly disclose to a third party or make use of any Confidential Information.
- 5.3 For the purposes of this Agreement, Confidential Information is defined as all the information including trade secrets, Intellectual Property, marketing and business plans, client and supplier lists, client personal circumstances, computer software applications and programs, business contacts, finance, data concerning the Organisation or any of its related entities or any client of the Organisation's, finances, operating margins, prospect's lists, and transactions of the Organisation, and any materials provided to the by the Organisation, but does not include information in the public domain other than through a breach of an obligation of confidentiality.

6. TERMINATION

- 6.1 This Volunteer Agreement may be terminated by the Organisation at a or by the Volunteer at any time without notice.
- 6.2 On termination of this Volunteer Agreement for any reason, the Volunteer must immediately return to the Organisation all property.

7. VARIATION OF TERMS

This Agreement is issued without alteration, deletion or erasure. By signing this Agreement, the Volunteer acknowledges that no verbal variations have been or will be made to this Agreement and any variation must be made in writing and signed by both parties to this Agreement.

8. ENTIRE AGREEMENT

The contents of the Volunteer Agreement constitute the entire agreement between the Volunteer and the Organisation. Any previous agreements, understandings, and negotiations on this subject matter cease to have effect.

9. ACKNOWLEDGEMENT

The Volunteer acknowledges:

- (a) that they have been advised of their right to take independent advice on the terms of this agreement;
- (b) that they have been provided with a reasonable opportunity to take that advice; and
- (c) that they have read these terms and understand these terms and their implications.

SIGNED BY AN AUTHORISED OFFICER OF THE ORGANISATION



.....
Authorised Officer

Office Administrator & HR

.....
Title of Authorised Officer

.....
Dated

SIGNED BY YOU

.....
Volunteer

.....
Dated