

# **Action for Health, Education and Development (AHEAD)**

## **VOLUNTEER AGREEMENT**

Volunteer's Name (Please print): \_\_\_\_\_

Date: \_\_\_\_\_

This agreement sets out some of the ways in which we undertake to offer you support and development as a volunteer, and in turn, some of the basic responsibilities we expect from you.

### **RESPONSIBILITIES OF A VOLUNTEER**

1. To commit yourself to an agreed amount of work and inform your line manager as early as possible if you are unable to do your duties or shift for any reason.
2. To follow AHEAD's policies and procedures at all times.
3. To abide by AHEAD's Confidentiality Policy and not to disclose any personal or confidential information about our clients without permission or consent.
4. As a volunteer, to be non-judgmental and accept other people's gender, religion, sexuality, behaviour and life styles, even where it differs from yours.
5. To undertake training sessions arranged for you as a volunteer.
6. Not to be under the influence of drugs (unless medically prescribed) or alcohol while on duty.
7. To attend meetings for volunteers.
8. To abide by AHEAD's Health and Safety Policy.
9. To keep a record (in a prescribed format) of actual tasks you have carried out as a volunteer.
10. To follow at all times the instructions of your supervisor.

### **RESPONSIBILITIES OF AHEAD TO VOLUNTEERS**

1. To provide volunteers with the information they need to carry out their duties.
2. To provide volunteers with the necessary training.
3. To respect volunteers confidentiality and to keep only minimum information on volunteers. This information will only be accessible by the Director and other staff on request.
4. To reimburse, on presentation of a receipt, any out-of-pocket expense incurred by a volunteer in the course of doing his/her work

## **DECLARATION**

I fully understand and agree to abide by these responsibilities. I understand that failure to fulfil them, may result in my dismissal as a volunteer and could also have legal implications.

Signed: \_\_\_\_\_(Volunteer)

Witnessed by: \_\_\_\_\_(Co-ordinator)

Date: \_\_\_\_\_