

## **Volunteer Agreement**

August 2018

Dear Volunteer,

This letter sets out what we each can reasonably expect from your volunteering role within the International Society for Krishna Consciousness Bhaktivedanta Manor ('ISKCON BM'). ISKCON BM appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

### **1. VOLUNTEER ROLE**

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, and to comply with all our policies and procedures. Details of our policies are found in our Staff Handbook and are available on request from our Human Resources Department. For ease of reference, we have summarised the key policies from the Staff Handbook for you and is included with this letter. In return for your volunteering, we will provide you training (where required), insurance and deal with you in accordance with our equal opportunities policy.

### **2. INDUCTION AND TRAINING**

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

### **3. SUPERVISION AND SUPPORT**

Your main point of contact during your volunteering with us is the Team Leader for your designated area. Where required and depending on the resources, you will have regular meetings to agree the services for your volunteering role and discuss any problems or complaints you may have.

Please give your Team Leader as much notice as possible if you are unable to volunteer when expected.

### **4. EXPENSES**

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Such payment is at the discretion of ISKCON BM.

## **5. INSURANCE**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

## **6. CONFIDENTIALITY**

6.1 In the course of providing your volunteering services, you may have access to Confidential Information relating to ISKCON BM or our donors. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

6.2 The right to privacy is essential to ensure that there is trust and confidence in the organisation.

6.3 ISKCON BM recognises that the principle of confidentiality should extend to any information about the internal affairs of the organisation and should be adhered to by trustees, staff and volunteers.

6.4 Any volunteer has the right to expect that any information imparted by them will be used for the purpose for which it was given and should not be released to any other, inside or outside the organisation, without their consent.

6.5 This clause 6 will apply to, including but not limited to, all personnel records for staff and volunteers, donors including information obtained through recruitment procedures.

6.6 Breach of confidence is likely to result in ISKCON BM terminating your services and commencing legal action where it has grounds to do so.

## **7. LEAVING**

Depending on the role you perform, we ask that you give us as much notice as possible if you want to stop volunteering with us.

## **8. UNDER 18 YEAR OLD VOLUNTEERS**

Under 18-year-old volunteers must obtain parental or guardian consent and their parent/guardian must sign this Agreement on their behalf before they can commence volunteering at ISKCON BM.

Parents/ Guardian of the under 18 year old Volunteer must ensure that they are at all times aware of their children/ward's whereabouts during non-volunteering hours if left on ISKCON BM's premises.

This Agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future. Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely,



.....  
Krishnapurna Devi Dasi  
Head of Volunteer Care Council  
ISKCON Bhaktivedanta Manor

.....  
Gauri Das  
Managing Director  
ISKCON Bhaktivedanta Manor

**For Volunteers 18 years of age and over**

I understand the contents of this letter.

.....  
Signature

Print Name:

Address:

Date

**For and on behalf of under 18 year old Volunteers**

For under 18 year old Volunteers, the Parent/Guardian confirms that he/she has read the Volunteer Policy regarding the number of hours set out for the age group their child falls within and he/she consents to their child volunteering. The Parent/Guardian understands that he/she must take charge of their under 18 year old child during non-volunteering hours. ISKCON BM will not be responsible or liable for any act of the under 18-year-old volunteer done outside the scope and hours of their volunteering work.

.....  
Signature

Parent's/ Guardian's Name:

Name of child the consent relates to:

Address:

Date: