

# Volunteer Agreement

Every volunteer must sign the Volunteer Agreement before commencing volunteer tasks with Pearls Place.

I, *(name)* .....volunteer to assist **(Name of Organisation)** and

1. I understand that as a volunteer I will not receive a wage or salary.
2. I agree to participate in essential orientation and ongoing training arranged by , **Name of Organisation** as required.
3. I agree to inform the Coordinator if I am unable to attend a rostered session.
4. I agree to sign the Attendance Register at each volunteering session.
5. I agree to abide by **(Name of Organisation)** Workplace Health and Safety Policy.
6. I agree to work in a manner that is safe to other volunteers, members of the public and myself.
7. I agree to support a non-discriminatory and harassment-free environment.
8. I understand that **(Name of Organisation)** has Public Liability Insurance for volunteers and this cover extends to accidents that may occur during the hours I volunteer and only where **(Name of Organisation)** are proven to be negligent. I understand that this insurance does not cover any loss of income I might incur as a result of an accident or injury I sustain while carrying out my voluntary duties at **(Name of Organisation)**
9. If I am injured through an accident in the course of my duties as a volunteer I will immediately report the matter to the Supervisor on duty at the time and fill in an Incident Report.
10. I understand that all information I become aware of as a volunteer at **(Name of Organisation)** is in strictest confidence and must not be discussed or divulged to any unauthorised person or organisation.
11. I understand that it is my responsibility to remove myself if I do not wish to appear in photographs, videos or audio recordings.

Volunteer's name (please print):  
\_\_\_\_\_

Volunteer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:  
**(Name of Organisation)**  
Or - return form in person to

<b>Office Use:</b>	
Details entered in volunteer database:	Yes / No
Date entered:    /    /	By Whom: