



Volunteering Agreement

This Volunteer Agreement is a description of the arrangement between us Blue Marine Foundation ('the Charity') and you ('the Volunteer') in relation to your voluntary work.

Your volunteer role is *Solent Seascape Project volunteer*.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This volunteering agreement sets out the Charity's expectations of you in the role of volunteer and what you can expect from the Charity.

As a volunteer you will not receive any remuneration, benefits or other allowances, other than the reimbursement of your expenses as detailed below.

The Charity commits to the following:

Induction and training

The Charity will provide an induction process to the Charity's work and its employees and provide you with necessary training to enable you to carry out your volunteer role.

Supervision and support

The Charity will:

- communicate to you the required standard of service provided by the Charity and support you to achieve and maintain this standard
- allocate a named member of staff who will regularly meet with you to discuss and review your role
- provide support to allow you to develop within your role
- provide support to allow you to develop positive working relationships with other volunteers and Charity employees.

Health and safety

The Charity will provide you with reasonable training to allow you to carry out your role in compliance with the Charity's health and safety policy.

Reimbursement of expenses

The Charity will reimburse all reasonable expenses incurred by volunteers in order to carry out their volunteer role (eg. Travel expenses, subsistence allowance). Reimbursement will be in line with the Charity's expenses procedure.

Providing insurance cover

The Charity will provide necessary insurance cover that covers you whilst you are carrying out any approved and authorised voluntary work.

Equal opportunities policy



The Charity will ensure that all volunteers are supported in accordance with the Charity's equal opportunities policy, a copy of which is provided to you.

Addressing volunteer concerns

The Charity will endeavour to fairly and appropriately resolve any concerns or issues you encounter during the course of your volunteering activities with the Charity. Please initially raise such concerns with Louise MacCallum (Solent Project Manager) louisem@bluemarinefoundation.com to allow the Charity to investigate and resolve these.

Volunteer agreement

I agree to be a volunteer with Blue Marine Foundation and commit to the following:

- to help the Charity fulfil the following services *oyster nursery monitoring/oyster biosecurity* to the agreed standards which have been clearly explained to me
- to perform my volunteering role to the best of my ability
- to perform my volunteering role to the required timescales
- to adhere to the Charity's policies and procedures, including the code of conduct, health and safety policy and equal opportunities policy
- to maintain the confidentiality of the Charity's information, and that of its clients both during and after your volunteering role
- to ensure that any private vehicles used to carry out the volunteering role and appropriately taxed and insured. The vehicle will also be maintained and serviced in line with manufacturer's recommendations
- to provide details of referees who may be contacted and to agree to criminal record check or any other necessary check
- to let the Charity know as soon as possible when I am unable to volunteer so that the Charity can make other arrangements

Data protection

The Charity collects and processes certain types of data about you and does so in line with current data protection legislation. Please read the Charity's privacy notice for more information about the types of data processed and the reasons for the processing.

You shall make yourself aware of the Charity's policies in relation to compliance with data protection obligations and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the Charity immediately upon discovery of a data breach.

Acknowledgement

You acknowledge that you have received and understand this agreement and agree to carry out your volunteering role in line with the required standards. You will also maintain confidentiality of any information received regarding the Charity during your volunteering role.

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.