**Thank you for joining OnFife as one of our much-valued volunteers.**

We appreciate your commitment to us and will do the best we can to make your volunteering with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute during your time with us.

**OnFife is committed to:**

* Giving you a positive and rewarding volunteering experience.
* Providing you with a useful and comprehensive induction
* Providing support to you throughout your volunteer experience.
* Explaining the standards that we expect and to encourage and support you to achieve and maintain them.
* Providing a named person who will be your point of contact whilst volunteering. This might be someone other than your Volunteer Supervisor who will discuss your volunteering and any achievements and issues arising on a regular basis.
* Doing our best to help you develop your volunteering role with us.
* Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
* Honouring the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
* Providing you with the training needed to undertake the role.
* Reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
* Providing adequate Health & Safety training and ensuring you know what to do to stay safe, in accordance with our Health and Safety Policy.
* Providing adequate insurance to cover for you as you undertake your volunteering activities as approved and authorised by us.
* Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
* Trying to resolve fairly and quickly any issues or difficulties you may have whilst you volunteer with us. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
* Follow up on any feedback or questions you may have regarding your involvement as a volunteer.

**I agree to volunteer with OnFife and am committed to the following:**

* Performing my volunteering role to the best of my ability.
* Working as agreed in my volunteer role description.
* Following the organisation’s policies and procedures.
* Familiarising myself with my environment and workspace and asking if I’m not sure about what to do stay safe whilst volunteering.
* Maintaining confidentiality of any information I have access to pertaining to OnFife, its staff and its customers in the carrying out of my volunteering role.
* Meeting time and other commitments as agreed but when unable to do so to give reasonable notice so that other arrangements can be made.
* Providing references and to agree to checks under the Protection of Vulnerable Groups (PVG) scheme, as required.
* Return any loaned equipment when ending my volunteering.

This agreement dated (DD/MM/YYY) Click or tap here to enter text. is not a legally binding contract between us and may be stopped at any time by either party. It should be noted that this agreement relates only to volunteering and does not constitute a contract or offer of employment.

Signed: Click or tap here to enter text. Signed: Click or tap here to enter text.

Volunteer Volunteer Supervisor