

People's Assembly - Volunteer agreement

Volunteers are an important and valued part of the People's Assembly. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

The People's Assembly will do our best:

- To introduce you to how the organisation works and your role in it and to provide any training you need.
- To respect your skills, dignity and individual wishes and do our best to meet them
- To communicate with you and keep you informed of possible changes
- To insure you against injury you suffer or cause due to negligence
- To provide a safe workplace
- To adhere to our 'volunteer values'*
- To apply our complaints procedure if there is any problem
- To be an inclusive organisation, open to people from all backgrounds.

I, agree to do my best:

- To work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- To adhere to our volunteer values* and our confidentiality agreement**

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

*** Volunteer Values:**

At the People's Assembly we really appreciate the enthusiasm, dedication and commitment given by our volunteers and we endeavor to thank and show appreciation for all volunteers in all activities undertaken. We will ensure all volunteers, regardless of gender, race, sexuality, religion are *welcomed* and *supported* whilst volunteering with us, that we provide a *safe and welcoming* environment as best we are able, for all and that volunteers are treated in a *respectful* and *non-judgmental* manner. We ask that all our volunteers show People's Assembly Staff and Volunteers the same respect, as we endeavor to show you. We will not tolerate sexism, racism, homophobia or any kind of abusive language from our volunteers and we will do everything to encourage a respectful and non-judgmental environment. We also try to have fun!

****Confidentiality Agreement:**

During the course of your volunteering activity you may have access to information of a confidential nature. This could be as simple as having access to other volunteer's details which you may be adding to our database. When someone gives us any confidential information, they need to be sure that we will not pass this to anyone else without their prior permission. You agree to not to share with any parties any information that is deemed sensitive by other volunteers or People's Assembly staff. You also agree not to do anything to bring the organisation into disrepute, e.g, posting negative or derogatory comments in print or online about the People's Assembly or behaving in an inappropriate or offensive manner while representing us at an event, this applies to your time volunteering and in your own free time.