Refugee Support Group

Volunteer Agreement

**Name:**

**Date:**

Volunteers are an important and valued part of the Reading Refugee Support Group (RRSG). 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.

 RRSG will do our best:

1. To introduce you to how the organisation works and your role in it and to provide any training you need. Your induction programme will be conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Your induction pack includes full details of the organisation and its policies and a task list where appropriate;
3. To provide regular volunteer meetings so that you can tell us if you are happy with how your work is organised, and get feedback from us;
4. To respect your skills, dignity and individual wishes and to do our best to meet them;
5. To pay your travel and meal costs according to the Expenses Guidelines included in the Volunteer Policy. To be eligible for the meal allowance you need to work around meal times or for at least 4 hours a day;
6. To consult with you and keep you informed of possible changes;
7. To insure you against injury you suffer or cause due to negligence;
8. To provide a safe workplace. Claire Harris is the nominated First Aider;
9. To work according to our equal opportunities policy and the Disability Discrimination Act;
10. To apply our complaints procedure if there is a problem. In the event of an unresolved problem we will follow the Volunteer Policy, included in your induction pack;

 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 as expected;

• To follow RRSG's rules and procedures, including health and safety, equal opportunities and confidentiality.

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