Thank you for agreeing to be a volunteer with company ABC. Volunteers have an important part to play within Land care and this Volunteer Agreement has been developed to ensure that volunteers fully understand their rights and responsibilities.

This agreement is made between; ABC Company and Company XYZ

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| ⭘ | I understand that the times when I volunteer for party A will be mutually agreed between me and party B. |
| ⭘ | I understand that as a volunteer I will not receive a wage or salary. |
| ⭘ | I understand that, as a volunteer, I am a representative of company A and agree to uphold its principles and standards and agree to abide by Land care NSW’s policies at company’s website. |
| ⭘ | If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter and fill in an Incident Report. |
| ⭘ | I understand Voluntary Workers Personal Accident Insurance for volunteers and that volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only. |
| ⭘ | I understand that no expenses will be reimbursed unless approved by Company B.**Volunteer Responsibilities:** |
| 1. **Duties**

Volunteers play an important role in Land care. For this reason, as a volunteer, you will be provided with the training and ongoing support needed to successfully undertake your voluntary placement.1. **Confidentiality and Privacy:**

The activities you perform as a volunteer for company B may involve access to confidential information. You should not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. Also, you should not use information gained in the course of your volunteer placement to cause harm or detriment to the company B, any person or body.1. **Copyright/Ownership Issues**

As a volunteer, you grant non-exclusive permission to Company A for use of any materials produced during the period of engagement as a volunteer to become the property of Company B upon submission. 1. **Code of Conduct:**

Company B has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with company B, you are required to be aware of this Code and to observe its principles. 1. **Work Health and Safety**

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to co-operate with any health, safety or welfare requirements. This includes abiding by all WHS policies and procedures of second party. As a second party’s volunteer, you commit to not do anything to compromise safety or the safety of others and you understand that there may be risks associated with providing particular voluntary services. It is a duty of volunteers to notify their Supervisor or Manager of a situation that is, or may be, a health or safety concern for themselves or others.1. **Volunteers Using Second Party’s Information Systems:**

If, as a volunteer, you are granted access to second party’s computer services you will be required to sign a Confidentiality Agreement for Information Systems.**Grievance** |
| Second party’s Grievance Policy may be found at website. **Procedure**If you have a dispute or grievance relating to your voluntary placement with second party, you are encouraged to inform. |
| This agreement is made on the Date of Month, Year. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.Volunteer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Volunteer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNED ON BEHALF OF: Second party |