

Volunteering Agreement

1. Purpose

This agreement provides the volunteer with details of their arrangement with Liberty Leisure Limited.

The company's mission is 'to earn the lifetime loyalty of our customers through delivering first class leisure, culture and event services.' We recognise the importance and immense benefits that volunteers can bring to the organisation, in particular the bridges that they can build between LLeisure and the local community. Volunteers play an essential role in reaching and motivating inactive people to become more active, improving the lifestyles and health of the local population. Supporting and encouraging volunteers reflects the organisational culture and values.

This agreement sets out the relationship between a volunteer and the company and is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us. No contract of employment exists and the volunteer is not an employee of the company.

2. References

We require you to provide two references. We may also require you to be checked by the Disclosure and Barring Service.

3. Volunteer's Pack

On commencing your volunteer work, you will have an Induction and be given a pack containing:

- General information about the Company;
- A copy of the Volunteering Policy;
- This Volunteering Agreement;
- The Company's Equal Opportunities, Grievance, Anti Bullying & Harassment, and Whistleblowing policies

4. What you can expect from us

The company gives its volunteers an opportunity to gain knowledge, to exercise their skills in a different environment and to undertake new, safe experiences. Volunteering is a two way exchange of skills.

The company will provide you with:

- An introduction to the company and your volunteering role within it.
- Induction training related to your responsibilities as a volunteer.

- A mentor who will supervise your volunteering and with whom you can discuss your work.
- A review of your volunteering role after three months and six months. This will normally be carried out by your Volunteer Manager.
- Insurance in respect of personal injury, professional, employers and public liability insurance. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.
- Reimbursement of expenses is provided for genuine volunteers. The company does not want you to be disadvantaged financially as a result of your volunteering. It will therefore provide expenses as per the HMRC schedule (current as of July 2019):
 - Your travel expenses to and from work [at the cost of the cheapest method of travel].

Bike	= 20p per mile
Motorbike	= 24p per mile
Car	= 45p per mile
 - A meal or a meal allowance of up to £8.16 if volunteering for over 4 hours at a time

Any additional expenses or travel costs outside those normally incurred should be agreed in advance with your manager. All expenses must be submitted, with receipts where possible, to your manager within one month.

5. Your role as a volunteer

Volunteers can select their working days and hours from those days and times when opportunities are available within the company. We have discussed with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with the company's needs.

Site: _____ on day: _____ at time: _____

Your role is: _____

Site: _____ on day: _____ at time: _____

Your role is: _____

Your Volunteer Manager is: _____

Your Mentor is: _____

6. What we expect from you

You must respect your own health and well-being. Your welfare needs are paramount – please speak with us if you find any difficulties during your volunteering period.

The main tasks that you will be asked to undertake as a volunteer are as described in the Volunteer Role Outline you have been provided with, which identifies the standards required of you. Your Volunteer Manager will discuss your progress and any issues that they may have with your work.

If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we have no work for you we will let you know as soon as possible.

Confidentiality – General Data Protection Regulations

In the course of your volunteering you will come across confidential information about the company, its staff, its customers and third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

Policies

You will abide by the Company's Health and Safety, and Equal Opportunities policies.

Ideas and problems

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as a company. Please discuss these with your Volunteer Manager.

You may run into problems when performing your duties. You should discuss any complaint or problems with your Volunteer Manager in the first instance. If you feel uncomfortable raising an issue with your Manager then speak with an alternative manager or the centre manager. If unsatisfied with the response you should follow the processes outlined in the appropriate policy, which you have been provided with as part of your Induction: Grievance, Anti Bullying & Harassment, or Whistleblowing policies.

You are expected to dress in accordance with the nature of your role and the environment you are working in. Depending upon the location / event, you may be provided with uniform which you are expected to wear.

If you would like to change any of the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with your Volunteer Manager.

7. Termination

Either you or the Company can terminate this agreement with or without notice at any time.

A copy of this statement should be signed and returned as your acceptance of the volunteer role offered on the terms outlined in this agreement.

Liberty Leisure Limited is a wholly owned company of Broxtowe Borough Council and as such will share your personal data with the Council for the administration of your volunteer role.

Name of Volunteer:

Signature:

Date:

Name of Volunteer Manager:

Signature:

Date: