

## Aus Living Support Ltd – Volunteer agreement form.

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

This agreement is made between Aus Living Support Ltd and

Volunteer name - \_\_\_\_\_

Of address - \_\_\_\_\_

- \_\_\_\_\_

Contact phone - \_\_\_\_\_

Email address - \_\_\_\_\_

### Volunteer Conditions.

- a) You understand that the times when you volunteer for Aus Living Support Ltd will be mutually agreed between yourself and Aus Living Support Ltd.
- b) You understand that you will not be an employee of, or contractor to, Aus Living Support Ltd. If you accept the role, you will perform all duties on a voluntary basis and you will not receive remuneration or payment for any work.
- c) You understand that, as a volunteer, you are a representative of Aus Living Support Ltd and agree to uphold its principles and standards and agree to abide by Aus Living Support Ltd policies. You understand that you can view the policies at [auslivingsupport.org.au/policies](http://auslivingsupport.org.au/policies)
- d) You understand that as a volunteer you will not be entitled to free items from Aus Living Support Ltd.
- e) If you are injured through an accident in the course of you duties as a volunteer, you will immediately report the matter to Ian Harrison CEO [ian.harrison@auslivingsupport.org.au](mailto:ian.harrison@auslivingsupport.org.au) or the assigned volunteer co-ordinator.
- f) You understand Aus Living Support Ltd has 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.
- g) You understand that no expenses will be reimbursed unless approved by Aus Living Support Ltd. Reimbursement(s) will not be approved without a receipt for the expense incurred being given to Aus Living Support Ltd.
- h) You understand that this agreement can be terminated without notice by either myself or Aus Living Support Ltd.
- i) You understand that you are not obligated to work any specific time or day and that you are not obligated to be present at a place of volunteering. Unless directed to do so by a third party as part of your obligation to them EG Centrelink or employment services.
- j) You understand that at anytime Aus Living Support Ltd may do an appropriate background check on you if the position that you volunteer for requires it. This can include ID checks, reference checks, police checks, licence checks, etc. Aus Living Support Ltd will determine what checks are required for each volunteer position.

Volunteer's Signature: - \_\_\_\_\_

(I have read, understood and agree to the information contained on this page)

# Volunteer Responsibilities

## I. DUTIES

Volunteers play an important role in Aus Living Support Ltd. For this reason, as a volunteer, you will be provided with the training and ongoing support needed to successfully undertake your voluntary placement.

## II. CONFIDENTIALITY AND PRIVACY

The activities you perform as a volunteer for Aus Living Support Ltd may involve access to confidential information. You should not discuss sensitive information on social media or with members of the public, media, other volunteers, staff members, other organisations. Also, you should not use information gained in the course of your volunteer placement to cause harm or detriment to the Aus Living Support Ltd, any person or body.

## III. COPYRIGHT/OWNERSHIP ISSUES

As a volunteer, you grant non-exclusive permission to Aus Living Support Ltd for use of any materials produced during the period of engagement as a volunteer to become the property of Aus Living Support Ltd upon submission.

## IV. CODE OF CONDUCT

Aus Living Support Ltd has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with Aus Living Support Ltd, you are required to be aware of this Code and to observe its principles. A copy of the policy can be viewed at [auslivingsupport.org.au/policies](http://auslivingsupport.org.au/policies)

## V. 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 Aus Living Support Ltd.

As an Aus Living Support Ltd 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.

## VI. VOLUNTEERS USING AUS LIVING SUPPORT LTD INFORMATION SYSTEMS

If, as a volunteer, you are granted access to Aus Living Support Ltd computer services you will be required to sign a Confidentiality Agreement for Information Systems.

# Grievance Procedure

For grievance or discrimination concerns Volunteers are requested to read the Aus Living Support Workplace discrimination & harassment policy. A copy of this policy is available upon request or can be found at [auslivingsupport.org.au/policies](http://auslivingsupport.org.au/policies).

## In case of emergency please contact on behalf of the volunteer

Contact name - \_\_\_\_\_

Contact phone - \_\_\_\_\_

Relationship - \_\_\_\_\_

Volunteer's Signature: - \_\_\_\_\_

(I have read, understood and agree to the information contained on this page)

## Volunteer signature

This agreement is made on the \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I (please print name) - \_\_\_\_\_

have read all 3 pages and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Volunteer's Signature: - \_\_\_\_\_

## Signed by representative of Aus Living Support Ltd

Print Name - \_\_\_\_\_

Signature - \_\_\_\_\_

Volunteer's Signature: - \_\_\_\_\_  
(I have read, understood and agree to the information contained on this page)