

The World Reform Project strives to ensure that volunteers are offered a positive experience during their time with the charity and that the expectations for both parties are met. In order to achieve this, the agreement, which is in no way legally binding, aims to identify the expectations of both parties in order to ensure an effective relationship during the period of the voluntary role.

Part 1 – The Charity

As part of this agreement the World Reform Project Inc will:

- *Recruit and manage volunteers in line with equality of opportunity, ensuring that all sections of the community are targeted and find the charity accessible.*
- *Offer induction and training that meets the needs of the voluntary role.*
- *Provide ongoing supervision and support sufficient to the requirements of the role.*
- *Provide a safe volunteering environment.*
- *Provide written references after volunteers have completed their induction training and have carried out the role for [3] months or [30] Hours.*
- *Try to resolve problems, grievances or difficulties that may arise during the period of volunteering.*
- *Ensure that volunteers are aware of the work of the charity and have access to information such as the World Reform Project newsletter and internet.*

Part 2 – The Volunteer

As part of this agreement the volunteer will:

- *Be available on date of scheduled arranged volunteering event following completion of induction training.*
- *Carry out the role in line with the service's policies and procedures.*
- *Attending induction training, shadowing and additional training sessions, as required to carry out the role.*
- *Attend for individual and/or group supervision as required.*
- *To follow all Health & Safety procedures outlined in the organization's policies and through training*
- *Complete and return all required paperwork as advised by World Reform Project, using designated systems where these are in place.*
- *Respect the client group, the World Reform Project staff and other volunteers.*
- *Maintain professional boundaries as required by the role. Including adhering to the World Reform Project Code of Conduct, maintaining Confidentiality and dressing appropriately for the role.*
- *Inform your [line manager/volunteer manager] in advance if you are unable to attend your volunteering role as arranged, or would like to end your volunteering role.*
- *To comply with all relevant legislation including, but not limited to, Data Protection Act 1998.*

This agreement is binding in honor only and neither party intends any employment relationship to be created as a result of this agreement.

Signed (Volunteer):

Name (Please print):

Date: