

Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us
Paddlefish Panda Limited of 8 Chestnut Close, Ripley, Woking, Surrey, England,
GU23 6LJ
(“the Company”) and you

[insert name] of, [address] (“the Volunteer”) in relation to your voluntary work with us.

Name

Address

.....
.....

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This volunteering agreement sets out the Company’s expectations of you in your capacity as a volunteer and what you can expect from the Company.

As a volunteer you will not receive any remuneration, benefits or other allowances, other than the reimbursement of your expenses as detailed below.

Your volunteer role is **Level 2** which commences on [insert date]

Place of work

You will normally be required to volunteer **at Dover Harbour** In addition, you may be required to volunteer at other locations as set out in the season’s calendar

Duties / Responsibilities

As a volunteer, you will undertake tasks as detailed in the Job Description. Your volunteering duties may be modified from time to time to suit the needs of the business.

Emma France, Director will be responsible for you while you are volunteering for The Company. Training will be provided whilst undertaking the volunteer duties.

The Company commits to the following:

Induction and training

The Company will provide you with necessary training to enable you to carry out your volunteering role.

Supervision and support

The Company will:

- communicate to you the required standard of service provided by the Company and support you to achieve and maintain this standard
- provide support to allow you to develop within your role
-

Health and safety

The Company has a strict Health & Safety policy. Volunteers are expected to:

- take all reasonable care for the physical and psychological health and safety of themselves, fellow volunteers and swimmers whilst being mindful of our potential impact on the public. Health & Safety of swimmers is particularly important as they are practising a sport that is extreme and hazardous. You will be given the necessary information and training and must follow the correct procedures and/or guidance at all times.
- Take all reasonable actions in an emergency situation whilst keeping yourself safe
- report to the appropriate person, any hazard which cannot be controlled personally
- co-operate with management by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment for the location in which you are working.

Expenses

The Company will pay for a light lunch and drinks and reimburse any expenses which are pre authorised. Due to the nature of your role the Company will supply sun cream.

Dress Code

Casual clothing is permitted. Where clothing is provided by the Company (eg items of uniform), you are required to wear it at all times.

Equal opportunities policy

The Company will ensure that all volunteers are supported in accordance with the Company's equal opportunities policy, a copy of which is provided to you.

Addressing volunteer concerns

The Company will endeavour to fairly and appropriately resolve any concerns or issues you encounter during the course of your volunteering activities with the

Company. Please initially raise such concerns with the **Volunteers Coordinator or Safeguarding Lead as appropriate** to allow the Company to investigate and resolve these.

Notice

The Company appreciates and values all of our volunteers and it is important for the Company to know how many Volunteers we have at all times in order to enable the smooth and safe running of our services. Therefore, the Company would appreciate that volunteers provide at least 72 hours notice if you are no longer able to make a session which you have committed to. If due to an illness you are unable to attend then please ensure that you contact the Volunteers Manager as soon as possible.

Data protection

The Company collects and processes certain types of data about you and does so in line with current data protection legislation. Please read the Company's privacy notice, which is provided to you with this agreement, for more information about the types of data processed and the reasons for the processing.

You must familiarise yourself with the Company's policies in relation to compliance with data protection obligations and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the Company immediately upon discovery of a data breach.

Confidentiality

All information that:

- is or has been acquired by you during, or in the course of your volunteering, or has otherwise been acquired by you in confidence
- relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort and
- has not been made public by, or with our authority

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the end of your volunteering period, disclose such information to any person without our prior written consent.

You shall, at the time of ending of your volunteering with us, or at any other time upon demand, return to us any such material in your possession.

All business opportunities in which the Company could engage, which come to your attention while volunteering at Paddlefish Panda Limited, are the property of the Company and must be forwarded to the Volunteers Manager or Emma France.

All rights to all Paddlefish Panda Limited specifications, designs, developments, applications, and intellectual property arising through or during the period of your volunteering with the Company remain exclusively with the Company.

Volunteer Commitment

I,..... **[insert name in capitals]**, agree to be a volunteer with Paddlefish Panda Limited and commit to the following:

- Acting as a volunteer at agreed Level 1/Level 2 (delete where appropriate) to the agreed standards which have been clearly explained to me
- to perform my volunteering role to the best of my ability
- to perform my volunteering role according to the agreed rota
- to adhere to the Company's policies and procedures, including the code of conduct, health and safety policy and equal opportunities policy
- to maintain the confidentiality of the Company's information, and that of its clients both during and after my volunteering role
- to let the Company know as soon as possible when I am unable to volunteer so that the Company can make other arrangements

Volunteer Agreement Acceptance Form

I accept the offer of voluntary work.

Please tick below if you agree with the corresponding statement

I understand that as this is voluntary work and is unpaid

I agree to abide by the Company health & safety policy

I agree to abide by the Company conduct policies

I agree to my data being held in line with the Company's Data Protection Policy and to comply with the provisions of the policy.

I understand that failure to comply with any of the Company policies and procedures may result in the termination of my volunteering agreement.

You acknowledge that you have received and understand this agreement . You agree to carry out your volunteering role in line with the required standards. You will also maintain confidentiality of any information received regarding the Company during your volunteering role.

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.

Signed:.....
[Volunteer]

Print name:
[Volunteer]
Date:

Signed:
For and on behalf of Paddlefish Panda Ltd:

Print name:.....

Date:.....

