



# READING FRIENDS AUSTRALIA LTD

ABN 52 655 762 262

## VOLUNTEER AGREEMENT

This Agreement is not intended to be a legally binding contract between RFA and you and it may be terminated at any time by either party.

### You Are A Volunteer

This means you are not an employee of, or contractor or consultant to RFA. If you accept this offer, you will perform all duties as a volunteer. You will not receive any remuneration for your duties.

If at any time your status as a volunteer changes and you might be offered paid work or undertake vocational training, this will be the subject of separate discussions and a formal contract.

### Before You Can Start

We need the following information about you:

- Contact details – residential/postal address, email address, telephone number.
- Date of birth.
- Current Working with Children Check.

### What You Can Expect When Volunteering at RFA

RFA will provide you with

- induction training so you can understand what your role is and the tasks you are authorised to perform.
- A safe environment in which to perform your role.
- Respect for your privacy and confidentiality of your personal information.
- A supervisor for guidance and feedback.
- Insurance to cover you while you are a volunteer.
- Reimbursement of reasonable and approved work-related expense.

### What We Ask of You

We ask that you:

- Support RFA's mission, values, aims and objectives.
- Comply with RFA's Code of Conduct.
- Participate in all induction and training sessions.
- Perform the duties you are authorised to and operate under the direction of your supervisor, carrying out any reasonable instructions.
- Understand and comply with the relevant RFA policies and procedures.
- Notify your supervisor of any actual or potential health and safety situations or issues that may pose a risk to you or others and report any accidents, injuries or incidents that occur in the workplace.
- Behave appropriately and courteously to all members, employees, volunteers, clients and community members in the course of your duties.



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- Use any RFA property or equipment safely and only for the purpose that is relevant to your role. Return any such equipment to RFA at the completion of your time as a volunteer.
- Provide as much notice as possible if you need to change your contribution as a volunteer – e.g. hours, days.
- Inform us as soon as possible if you are unable to perform as a volunteer – e.g. health/medical circumstances, loss of driver's licence, etc.

## **Workplace Health & Safety**

In NSW, the Work Health & Safety Act 2011 applies at all times in the course of your duties as a volunteer.

RFA has a duty of care to provide a healthy and safe workplace for you .

As a volunteer, you are expected to:

- take reasonable care of your own health and safety;
- take reasonable care of the health and safety of those you interact with in the course of your duties;
- comply with all relevant RFA policies and procedures;
- comply with any reasonable instructions from RFA or staff at your volunteer location;
- perform only the duties assigned to you as a volunteer;
- do not attend work under the influence of alcohol or controlled or illegal substances.
- You must inform your supervisor that you are unable to attend work – no explanation is required.

## **Induction and Training**

RFA will provide appropriate induction and training to support you as a volunteer. Becoming an RFA volunteer is dependent upon your completion of induction training.

## **Confidential Information**

In the course of your duties, you may be provided with or learn of confidential, personal or privileged information about children, their families, RFA colleagues or community members.

You agree that you will keep any such information confidential in accordance with RFA's Confidentiality Policy.

## **Insurance**

RFA has the following insurance cover:

- Association Liability
- Public Liability
- Voluntary Workers Personal Accident
- Cyber Insurance

RFA is committed to providing adequate insurance cover for volunteers.



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It is important that you perform only the duties you are authorised to do. Criminal, negligent, dishonest or reckless actions by you might not be covered by RFA's insurances. This means you might be personally liable for any damage, injury to others or compensation. You should check with your insurer about coverage if you are using your own motor vehicle for RFA purposes

### **Work-Related Expenses Incurred by You**

RFA will reimburse you for any approved work-related expenses incurred by you. All such expenses must be approved by a Board member, preferably prior to the expense being incurred.

You must produce a valid receipt in order to be reimbursed.

### **Intellectual Property**

You agree to transfer all intellectual property rights and interests, including copyright, to RFA for any ideas or materials you create during the course of your duties.

RFA will use such ideas and materials as it sees fit.

You agree to not bring a claim for infringement of your rights in relation to intellectual property.

### **Use of RFA Property and Equipment**

All RFA property, computers, telephones and any other equipment which may have been provided to assist you in the performance of your duties, remains the property of RFA.

You agree to return all such property and equipment to RFA at the completion of your time as a volunteer.

### **Use of Your Image**

RFA may take photographs, videos or other digital images of RFA volunteers performing their duties.

RFA will use these images for marketing and promotion purposes.

This may include written material, digital marketing and the use of social media platforms.

You agree to the use of your image for these purposes.

If you do not agree but still wish to be a volunteer, please write below that you do not consent to your image being used by RFA.

### **Acceptance**

I have read and understood the Volunteer Agreement and agree to comply with its requirements.