

VOLUNTEER AGREEMENT

1. Introduction
 - i. This agreement describes the arrangement between Flat Friends UK and *[NAME VOLUNTEER]*. Flat Friends UK appreciates you volunteering with us and we aim to make this experience enjoyable and rewarding for you.
 - ii. We hope that you stay in your role for at least four months so that you and Flat Friends UK will get the most out of the experience; however all volunteers are free to come and go as they wish, and there are no obligations placed upon you.
 - iii. This is an honourable agreement, rather than a legal one, and may be cancelled at any time by Flat Friends UK or you. This is a volunteer agreement and not an employment relationship.
2. Flat Friends UK agrees to provide you with:
 - i. An offer of this volunteering role, description of role, its aim, and start date.
 - ii. A commitment to support and supervision. We will provide you with Flat Friends UKs charitable aims and purpose, and will encourage and support you to achieve and maintain them as part of your voluntary work. Your personal supervisor *[NAME TRUSTEE]* will be your point of contact to discuss your volunteering and associated matters. We aim to resolve any issues promptly and fairly.
 - iii. A healthy and safe working environment. We encourage you to protect your own health and wellbeing and will not expect you to undertake any tasks you are not comfortable with. Please note that you will not be insured by Flat Friends UK whilst undertaking voluntary work.
 - iv. Equality of opportunity and diversity. You can expect to be treated fairly and with respect. As a volunteer you will accept your responsibility for promoting respect and behaviour which is free from unfair or unlawful discrimination.
 - v. Confidentiality. Our work may bring us into contact with confidential information, such as personal medical information. You will have a duty to respect confidentiality by following our Confidentiality Policy, and not discussing or sharing information given to you privately, or within a private online platform, to third parties outside of Flat Friends UK personnel.
3. Flat Friends will reimburse expenses on request, this must be agreed by a trustee in advance of any activity where expenses may be incurred.

4. You agree to:
- i. Undertake the role to the best of your ability to help Flat Friends UK deliver its services
 - ii. Follow Flat Friend UK's procedures and abide by relevant policies
 - iii. Take part in any necessary induction or training
 - iv. Maintain the confidential information of the organisation and of its users.
 - v. Seek support and guidance from your designated supervisor as necessary.
 - vi. To meet the mutually agreed time commitments, giving reasonable notice when this is not possible
 - vii. To provide referees and apply for CRB disclosure as necessary

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Volunteer signature

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Trustee signature

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Volunteer name (in caps)

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Trustee name (in caps)

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Date

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Date