

Resilience Together Association Inc Volunteer Agreement

Welcome to Resilience Together Association Inc (RTAI) and thank you for offering to volunteer with us. We encourage positivity, open and respectful communication, equality, inclusion and fun.

This Volunteer Agreement outlines our mutual commitments and the standards of behaviour and expectations for RTAI volunteers. This Agreement does not create an employment or contractor relationship between you and RTAI and it may be cancelled at any time by either of us.

1. Volunteer Activities and Behaviour

a) You agree that all activities are performed on a voluntary basis and understand you will not receive remuneration or payment for this work.

b) RTAI values its volunteers and will aim to:

- provide a safe environment for your volunteer activities
- respect your privacy, including by keeping your private information confidential.

c) You agree to:

- be positive and act in the best interests of RTAI
- act with integrity and respect
- welcome and include all our community.

d) As a volunteer, we require you to:

- follow reasonable directions and instructions given by the RTAI Volunteer Team Coordinator, or other authorised representative of RTAI.
- notify the Volunteer Team Coordinator or RTAI of any health and safety issues or potentially hazardous situations that may pose a risk to you or others.
- immediately report any accidents or incidents relating to staff, volunteers or the location to the Volunteer Team Coordinator.
- not be affected by drugs or alcohol when you are volunteering.
- always comply with the law.
- use property or equipment to which you have been given access, safely and only for the purpose of volunteering, and return it to RTAI when the volunteer activity is complete.

2. COVID and workplace safety

When carrying out your volunteer activities, you agree to comply with COVID public health orders, Government public health guidelines, all laws and reasonable directions from RTAI concerning workplace and COVID safety.

3. Photo consent

If you pose for a photo or video while carrying out your volunteer activities, you consent to it being used to market and promote RTAI (including in printed and digital marketing and on social

media platforms) unless you tell the person taking the photo/video at the time that you do not agree.

4. The health and safety of you and others

a) At RTAI, volunteer safety and the safety of everyone who is involved in our team is a priority. Under the Work Health and Safety Act 2011 (NSW) (WHS Act) and other laws, RTAI has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

b) As a volunteer, you have WHS responsibilities. These include to:

- take reasonable care for your own health and safety.
- take reasonable care for the health and safety of others.
- comply with any reasonable instruction from RTAI to let RTAI know of any concerns you may have about safety and/or fitness in undertaking your role.
- co-operate with any reasonable policies and procedures of RTAI.

Please talk to the Volunteer Team Coordinator or RTAI at any time if you have any health and safety concerns.

5. Insurance

a) RTAI is committed to providing adequate insurance cover for volunteers while carrying out approved volunteer activities. RTAI maintains Public & Products Liability Insurance.

b) We want to let you know that the following events are unlikely to be covered by our insurance:

- actions beyond the scope of your volunteer role, or that occur without appropriate authority or permission from RTAI.
- criminal activity (including criminal charges arising out of driving incidents).
- dishonest, intentional, willful or reckless activities.
- loss resulting from self-inflicted injury, the use of alcohol or drugs, mental illness, pregnancy and childbirth.
- a pre-existing condition.

c) There are also limitations on some benefits. If you would like to view a full copy of the insurance policy, please contact admin@ResilienceTogether.org.au.

6. Confidential information and Intellectual Property

a) You may be given access to Confidential Information in the course of your volunteering. Confidential Information includes the personal information of people who contact RTAI, personal information of other volunteers, information about RTAI which is not in the public domain and other information either identified as confidential, or which by its nature is confidential. You agree not to use or disclose any Confidential Information for any purpose other than as required to undertake authorised activities as a volunteer of RTAI.

b) You must deal with personal information consistently with the information protection principles under the *Privacy and Personal Information Protection Act 1988* and must not cause us to breach the Act.

c) When providing your volunteer services to RTAI, if you create ideas or materials for RTAI, you agree:

- to transfer all intellectual property rights and interests (including copyright) in those ideas and/or materials to RTAI; and
- to the use by RTAI of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.