

Cottage Autism Network Ltd. Volunteer Agreement

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

Cottage Autism Network Ltd. is committed to:

- Giving you a great experience.
- Being responsive to your requirements.
- Providing you with an induction.
- Providing support throughout your volunteer experience.
- Explaining the standards we expect and to encourage and support you to achieve and maintain them.
- Providing a named person who will be your point of contact whilst volunteering. This might be someone other than the volunteer manager who will discuss your volunteering and any achievements and issues arising on a regular basis.
- Doing our best to help you develop your volunteering role with us.
- Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
- Honouring the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
- Providing training required to undertake the role.
- Reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
- Providing adequate training and ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
- Providing adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by us.
- Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
- Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Follow up on any feedback or questions you may have regarding your involvement as a volunteer.

I, _____, agree to volunteer with Cottage Autism Network Ltd. and am committed to the following:

- Performing my volunteering role to the best of my ability.
- Working as agreed in my volunteer role description.
- Following the organisation's policies and procedures.
- Familiarise myself and ask if I'm not sure about what to do stay safe whilst volunteering.
- Maintaining the confidential information of the organisation.

- Meeting time and other commitments as agreed but when unable to do so to give reasonable notice so that other arrangements can be made.
- Providing references and to agree to checks, as required.
- Return any loaned equipment when ending my volunteering.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either either party.

Signed:
