

VOLUNTEER AGREEMENT

Blast106 & BlastXtra recognise the valuable contribution made by our volunteers, not only within our own organisation but also in our community generally. This Agreement seeks to set out our approach and should be considered in tandem with the Volunteering Policy that is in force. We thank you for your time and commitment.

This Volunteer Agreement describes the arrangement between Blast106 & BlastXtra and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable, educational and rewarding. To these ends, you can expect:

1. Induction and training to provide a thorough understanding of the work of Blast106 & BlastXtra, their staff, your volunteering role and the skills you need to meet the responsibilities of this role. Equally, you will be expected to adhere to any instructions you are given, apply what you learn as a result of your training and to show such dedication and effort to enhance your volunteering experience and the organisation generally.
2. Supervision, mentoring and support to explain the standards we expect in our organisation and to enable you to achieve and maintain them. We have a number of systems in place to assist us in supporting your development from Reflective Practice Processes to more formal sessions with staff and mentors. All of these systems exist to help you develop your volunteering role with us and we ask that you participate fully in them. Directors, Staff and Mentors are available to you to provide the necessary support but you must appreciate Directors and Mentors are volunteers themselves and not abuse their time with requests and activities that you are competent to fulfil yourself.
3. Reimbursement of expenditure that you have incurred where this has been agreed in advance by a Director or Staff member. This will always be on the production of receipts and will be paid by cheque.
4. A Safe environment in which to volunteer. To this end we have a formal Health & Safety Policy which is publicly displayed. You must familiarize yourself with this and adhere to its provisions at all times to ensure your safety and the safety of others. If you require training, specialist clothing or equipment in order to comply with our policy, these will be provided. We will also ensure that adequate and appropriate insurances are in place to protect volunteers and the organization whilst carrying activities which have been approved and authorised by us
5. To be treated fairly, respectfully and dealt with in accordance with our equal opportunities policy, a copy of which is publicly displayed. You are required to apply these same principles in your dealings with others. We will try to resolve any problems, complaints and difficulties you may have while you volunteer with us and equally you will be subject to our disciplinary procedures for any actions which cause harm to the organisation, the Staff or your fellow volunteers.
6. That confidential details about you shall be retained securely and not be released without your consent or unless compelled to do so. Equally you are required to maintain confidentiality regarding any sensitive or commercial information about our organisation and you may be held liable for any loss incurred as a result of any breach by you in this respect.
7. Understanding and flexibility from Blast106 & BlastXtra in respect of the time that you can offer the organisation recognising that you may have other commitments. However, you must respect the organisation and your fellow volunteers regarding the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made if you are unavailable.
8. To be kept informed and, wherever possible, to be appropriately consulted on changes to the volunteering environment which may impact on you and your ability to volunteer.

Please Note: Within the volunteering environment, Blast106 & BlastXtra will apply a zero tolerance approach to:

- the application of our rules & policies;
- any violence or abuse (physical or mental);
- any inappropriate behaviour;
- any theft or malicious damage or other deliberate actions to the detriment of the organisation
- drugs, alcohol and smoking within the volunteering environment
- any actions which could cause the good name of our organisation into disrepute
- any actions which could cause financial penalties to the organisation for which we will hold you liable.

By registering and being accepted as a volunteer Blast106 & BlastXtra have offered you these commitments and you are deemed to have accepted your responsibilities as a volunteer. You are expected to respect the policies & rules of Blast106 & BlastXtra as published and amended from time to time. Neither you nor Blast106 & BlastXtra intend any employment relationship to be created either now or at any time in the future.