

# Volunteer Agreement

Volunteers are an important and valued part of The Darwin 2009 Festival and we hope that you will feel a full part of our team. We will do the best we can to help you develop your volunteering role with us and make your volunteer experience enjoyable and rewarding.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

## Part 1. The Organisation

The Darwin 2009 Festival (the Festival) will:

1. Provide a thorough induction on the Festival and its staff, your role in the Festival and provide any training you need to achieve your role. The initial training will include basic health and safety, customer care and venue familiarisation.
2. Explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
3. Provide a daily briefing and debriefing so that you can tell us if you are happy with how your tasks are organised and get feedback from us.
4. Respect your skills, dignity and individual wishes and to do its best to meet them.
5. Provide you with appropriate sustenance.
6. Provide you with a Festival staff t-shirt which must be worn whenever you are on duty.
7. Consult with you and keep you informed of possible changes.
8. Insure you against injury you suffer.
9. Provide a safe workplace.
10. Apply our equal opportunities policy.
11. Apply our complaints procedure if there is any problem.

## Part 2. The Volunteer

The Volunteer agrees to help the Festival fulfil its mission by:

1. Meeting the time commitments and standards which have been mutually agreed to.
2. Performing their volunteering role to the best of their ability.
3. Giving reasonable notice so other arrangements can be made when this is not possible.
4. Working co-operatively and courteously with the Front-of-House/Duty Manager and Head Volunteer.
5. Working supportively with their fellow team volunteers as an individual and as a team member.
6. Following the Festival's rules and procedures, including health and safety and equal opportunities.
7. Undertaking their duties as ambassadors of the Cambridge University and the Festival.
8. Maintaining confidentiality of the Festival and of its participants/attendees.
9. Providing referees as agreed who may be contacted.

This agreement is binding in honour only; it is not intended to be a legally binding contract between you and the Festival, and may be cancelled at any time at the discretion of either party. Neither party intend any employment relationship to be created either now or at any time in the future.