

**VOLUNTEER AGREEMENT**

Volunteers are an important and valued part of Essex Partnership University NHS Foundation Trust (EPUT). We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement clarifies the roles and responsibility of the Trust and the volunteer.

1. The Trust aims to be flexible, so please let us know if you would like to make any changes and we will do our best. EPUT will:
  - 1.1 Introduce you to how the Trust works and your role in it and to provide any training you require.
  - 1.2 Facilitate regular feedback with your supervisor so that you can tell us if you are happy with how your work is organised.
  - 1.3 Respect your skills, dignity and individual wishes and to do our best to meet them.
  - 1.4 Reimburse your travel and meal costs up to our current maximum in line with Trust Policy.
  - 1.5 Consult with you and keep you informed of possible changes.
  - 1.6 Insure you against injury you suffer or cause due to negligence.
  - 1.7 Uphold procedure.

2. EPUT expects volunteers to:
  - 2.1 Work reliably to the best of their ability, and to give as much notice as possible whenever they cannot volunteer when expected.
  - 2.2 Follow EPUT's rules and procedures, including health and safety, equal opportunities and confidentiality.
  - 2.3 Declare any conflict of interest in terms of contact to supply NHS goods or service for the Trust.

**Please note: this agreement is in honour only and is not intended to be a legally binding contract of employment.**

Volunteer Name: .....

Volunteering location:.....Start Date; .....

Signature: ..... Date: .....

Staff Member (Supervisor): .....

Signature: .....Date: .....