**Volunteer Agreement**

This Volunteer Agreement describes the arrangement between **Youth Employment UK CIC** 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 and rewarding.

Your role as a volunteer is to support the development of **Youth Employment UK CIC.**

You can expect Youth Employment UK to:

* Provide the information and guidance you require to meet the responsibilities of this role
* Explain the standards we expect for our services and to encourage and support you to achieve and maintain them
* Do our best to help you develop your volunteering role with us
* Reimburse any agreed expenses
* Provide adequate training and feedback in support of our health and safety policy
* Ensure that all volunteers are treated in accordance with our equal opportunities policy
* Seek a fair resolution to any complaints or difficulties you may have while volunteering with us
* In the event of an unresolved problem, offer any opportunity to discuss the issues in accordance with the procedures set out in the Youth Employment UK Handbook

We expect you to:

* Help Youth Employment UK fulfil its aim to support young people in the UK into education, employment or training opportunities
* Perform your volunteering role to the best of your ability
* Follow the organisation’s procedures and standards, including health and safety, and equal opportunities, in relation to its staff, volunteers and clients
* Maintain the confidential information of the organisation and of its clients
* Meet the time commitments and standards which have been mutually agreed to, and give reasonable notice so other arrangements can be made when this is not possible
* Provide referees who may be contacted as agreed, and to agree to a Disclosure and Barring Service (DBS) check being carried out where necessary
* **Intellectual Property Rights:** Where a volunteer creates any Intellectual Property Rights that may be of benefit to Youth Employment UK, such Rights shall be owned absolutely by Youth Employment UK so far as the law allows. Further details are contained in the Youth Employment UK Handbook

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_