

Kew

INDEPENDENTS

Kew Independents Volunteer Agreement

Thank you for joining the Kew Independents Volunteer team. We really appreciate you helping our campaign to support our candidate to become the next member for Kew.

We want to ensure that you have an enjoyable and positive experience as a volunteer. Our team encourages open and respectful communication, equality, inclusion, and fun.

This Volunteer Agreement outlines our mutual commitments and standards of behaviour. We want to ensure that all volunteers understand the standards of behaviour and expectations while supporting the Kew Independents campaign. This Agreement does not create an employment or contractor relationship between you and Kew Independents, and it may be cancelled at any time by either of us.

All duties are on a voluntary basis, and you understand that you will not receive remuneration or payment for this work.

We value our volunteers, and we will endeavour to provide you with:

- Induction and training necessary for the volunteer role
- a safe environment for you to volunteer
- respect for your privacy, including keeping your private information confidential
- insurance to cover you for the volunteer duties you are authorised to perform.

In return, you agree that in the course of your involvement with the Kew Independents campaign, you will:

- Be your best self, be positive and respectful and act in the best interest of the campaign to win the seat of Kew.
- Treat everyone, including your fellow volunteers, the communities we work in, those we disagree with, and the physical spaces in which we work, with generosity and respect.
- Be welcoming and inclusive.

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In your volunteer role, we require you to:

- agree to participate in an induction program
- only undertake duties that you are authorised to perform, and follow reasonable directions and instructions that you are given
- use any property or equipment given to you safely and only for the purpose of volunteering and return it to the organisation when you finish
- behave appropriately and courteously to all staff and the public in the course of your role
- comply with the law at all times
- treat personal information in accordance with legal obligations regarding privacy
- seek to swiftly resolve issues in the event of a conflict
- inform the Campaign Director in writing via info@kewindependents.org with 'Attention Campaign Director' in the subject line, in any circumstances where I have concerns. Matters of this nature will be treated as confidential.

Health and Safety

Kew Independents prioritizes volunteer safety, and the safety of everyone who is involved in our campaign. As a volunteer you are required to:

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by Kew Independents
- notify the Campaign Director of any health and safety issues or potentially hazardous situations that may pose a risk to yourself or others, and report any accidents or incidents relating to staff, volunteers or the location
- notify Kew Independents of any concerns you may have about safety and/or fitness in undertaking your role, and
- co-operate with any reasonable policies and procedures of Kew Independents.

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Insurance

We are committed to providing adequate insurance cover for volunteers while carrying out volunteering roles that have been approved and authorised by us.

Kew Independents maintains Voluntary Workers Accident Insurance and Public & Products Liability Insurance. Insured persons include all voluntary workers of the insured aged under 90 years.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities
- where loss results from self-inflicted injury, the use of alcohol or drugs, mental illness, pregnancy and childbirth or a pre-existing condition.

There are also limitations on some benefits. If you would like to view a full copy of the full insurance policy, please contact us via info@kewindependents.com.au.

Intellectual Property and Confidential Information

All volunteers for Kew Independents agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Kew Independents to Kew Independents.

Volunteers consent to the use by Kew Independents of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

You may be given access to Kew Independents Confidential Information in the course of your volunteering. Confidential Information includes the personal information of other volunteers, information about the campaign strategy and any other information identified as confidential or which is by its nature confidential. You agree not to use or disclose any Confidential Information for any purpose other than the proper discharge of your duties as a volunteer of Kew Independents.

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Photo Consent

You agree with any photos or videos of you taken whilst performing your volunteer duties being used for the purposes of marketing and promoting Kew Independents' campaign for the seat of Kew. This may include the use of your image in printed and digital marketing and on social media platforms.

Kew Independents does not tolerate:

- Any language or behaviour that discriminates against another person based on their race, gender, sexual orientation, disability, age, religion, or any other form of discrimination.
- Disrespectful conduct toward political opponents.
- Harassment and/or bullying.
- Intentional misuse of Kew Independents data and privacy information

Responsible Consumption of Alcohol

The consumption of alcohol at Kew Independents campaign events including meetings, must be done responsibly.

Kew Independents Right to Suspend or Terminate

If I do not uphold this code of conduct, Kew Independents may, at its sole discretion, suspend or terminate my role in the Kew Independents campaign and may prohibit me from actively participating in campaign activities and events.