

Volunteer Agreement

Thank you very much for being part of Monique Ryan's team! This is our volunteer code which governs our volunteer relationship.

Monique and Kooyong Independent Limited ("we"), want to ensure that you have an enjoyable and positive experience as a volunteer.

This Volunteer Agreement outlines our mutual commitments and standards of behaviour. We want to ensure that all volunteers understand standards of behaviour and expectations while supporting Monique's activities. This Agreement does not create an employment or contractor relationship between you and Kooyong Independent Ltd and it may be cancelled at any time by either of us.

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

- orientation and any training necessary for the volunteer role
- a safe environment for you to volunteer
- respect for your privacy, including keeping your private information confidential
- insurance which covers you for the volunteer duties you are authorised to perform

As a volunteer for us you acknowledge that:

- all work and duties performed are on a voluntary basis
- you will not receive remuneration or payment for the work you perform

We ask that you

- be your best self, be positive and respectful and act in the best interests of Monique Ryan and her team and the people of Kooyong
- 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

In your volunteer role we require you to:

- participate in an induction and training program
- only undertake duties you are authorised and directed to perform
- 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 us when you have finished using it
- not be affected by drugs or alcohol when you are volunteering
- comply with the law at all times
- keep strictly confidential any personal or private information which you come across and only deal with it as directed by us

If you are unsure whether a task or work is authorised, please do not hesitate to talk to a member of our team.

The health and safety of you and others

Volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

As a volunteer you are required:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by us
- to notify a member of our leadership team of any health and safety issues or potentially hazardous situations that may pose a risk to you or others, and report any accidents or incidents relating to staff, volunteers or the location, to a person within the team who needs to receive such information to protect the health and safety of workers and volunteers
- to let us know of any concerns you may have about safety and/or fitness in undertaking our role
- to co-operate with our reasonable policies and procedures

Insurance

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

We maintain Volunteer Insurance for all voluntary workers 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.

Privacy and confidentiality

You may be given access to confidential and personal information in the course of your volunteering. This may include excerpts from the Electoral Roll, personal information of other volunteers, information about campaign strategy and any other information identified as confidential or which is by its nature confidential. You agree:

- not to use or disclose any of this information (particularly electoral roll data) for any purpose other than the proper discharge of your duties as a volunteer for use;
- not to make copies of any confidential or personal information; and
- to ensure that if you need to hold confidential or personal information to fulfil your volunteer duties, you will do it in a way which ensures the ongoing confidentiality

and privacy of that information (including protecting it from other volunteers who may not need to see it as part of their volunteer duties).

Photos

If you do not want photos of you as a volunteer to be used by us, then please notify our team. Otherwise, photos of you in which you are posing may be used by us in social media and content related to Monique Ryan's office or campaigns.

Materials prepared for us

From time to time, you might develop material or content for us. Unless we otherwise agree with you, you agree to take all steps to allow us to use that material and content, including by licensing and/or transferring any intellectual property rights in that material. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Thank you.