

Volunteering Agreement

Our Commitment:

- ✓ Provide you with an induction to the organisation, our services and products.
- ✓ Identify a mentor and contact for you within the Credit Union.
- ✓ Keep your information confidential & trust you to honour the confidentiality policy & procedures.
- ✓ Provide further training and keep you up-to-date with any changes.
- ✓ Provide you with the same H& S protection and public liability as paid staff.
- ✓ Consult you about volunteering matters.
- ✓ Reimburse travel expenses to/from the volunteering site up to £5. Other expenses incurred whilst volunteering may be covered if authorised. Please check first.
- ✓ Show you respect, appreciation and value for the time you give to the Credit Union.
- ✓ Deal with you professionally and adhere to equal opportunities. Provide you with a professional reference if requested.

Your Commitment:

- ✓ Make time to familiarise yourself with the organisation, policies and procedures.
- ✓ Keep contact details up-to-date. Let us know ASAP if you can't make your volunteering time.
- ✓ Sign the confidentiality statement and observe at all times.
- ✓ Attend any volunteer training and meeting events which are organised.
- ✓ Observe health & safety policies and practice to keep you and others safe.
- ✓ Share any issues or ideas for improvement.
- ✓ Complete the volunteer expense form and attach any original receipts such as bus or tram tickets.
- ✓ Show respect for fellow credit union volunteers, staff, members and customers
- ✓ Conduct yourself in a professional way; this involves being punctual, reliable, polite and well mannered. You will work in a non-discriminatory way.

If Sheffield Credit Union or a Volunteer fails to follow the agreement it may damage the credit union and its work. Such matters for staff are dealt with via disciplinary procedures. Action against the volunteer will be considered by a panel selected by the board.

Volunteer Name:..... Signature..... Date:.....

Credit Union Name:..... Signature..... Date:.....