



## Volunteer Agreement

Name:

Date:

Department:

Supervisor:

The museum asks that volunteers agree to this volunteer agreement and code of conduct. This is by no means meant as a legal contract and is binding in honour only as a guide to what both the museum and the volunteer should be willing to undertake.

### Code of conduct:

#### Volunteers are asked to:

- Make a commitment of time.
- Carry out tasks for the benefit of the museum and its visitors.
- Take part in training as appropriate.
- Respect the confidentiality of the museum where relevant.
- Keep their nominated supervisor informed of all work they carry out on behalf of the museum.
- Respect and value museum staff and volunteers.

#### The Museum will:

- Ensure that volunteers receive appropriate induction training, including a health and safety briefing.
- Provide volunteers with appropriate induction training, including a health and safety briefing.
- Ensure that volunteers are covered by the museum's insurance policy.
- Ensure that volunteers work in a safe and welcoming environment with appropriate resources.
- Support the development of volunteer skills to achieve successful outcomes.
- Keep volunteers informed of and involved in events and developments in the museum.
- Pay expenses over and above the cost of commuting when agreed with the appropriate manager in advance.

- Further information about the Code of Conduct can be found in the Volunteer Policy, which is designed to supplement the agreement, and to answer questions which volunteers may have. However, if you do have any questions during your volunteering, please do feel free to ask.

I agree to abide by the volunteer code of conduct, and understand both my responsibilities and those of the museum, as laid out above and in the volunteer handbook.

Signature.....

Date.....