



“Embracing Diversity and Changing Lives”

**EMBRACE UK COMMUNITY SUPPORT CENTRE
GOOD PRACTICE AGREEMENT**

Embrace UK positively values the contribution that volunteers make to the running of the Organization’s activities throughout this period of their involvement. The purpose of this agreement is to help to ensure that both the rights and responsibilities of volunteers are clearly understood and respected. It is not a legal document and should not be interpreted as such.

Detailed arrangements relating to your volunteering are set out in your volunteer role description. Please read the following statements carefully before signing this agreement.

As a volunteer with Embrace UK I agree to:

- Work with other volunteers, staff and management to ensure that the Embrace UK’s equality and diversity policy is actively enforced in all aspects of work.
- Work within the aims and objectives and other policies and procedures of Embrace UK.
- Work within Embrace UK’s confidentiality procedures, including record keeping requirements and confidentiality of Organization and client information.
- Agree that information about my volunteering with Embrace UK being held in secured confidential files open only to Embrace UK senior staff. If it is necessary to reveal information about my volunteering to a third party, I should be informed prior to this taking place.
- Submit any claims for reimbursement of expenses to an authorized member of staff on a weekly basis.
- Attend training and support and supervision session as required.
- Agreed that, if I am in receipt of any benefits, it is my responsibility to inform the relevant agencies that that I am volunteering with Embrace UK.
- Familiarise myself with Embrace UK’s Health and Safety policy and procedures.
- Inform the nominated member of staff 24 hours in advance if I have to be absent from my volunteering work.
- Take responsibility for my personal belongings while volunteering on or off site. Embrace UK regrets that it cannot be held responsible for any individual’s loss or property on or off-site.

EMBRACE UK will:

- Treat you with respect
- Offer regular supervision and support
- Provide relevant training for you to be able to perform your role description
- Provide other trainings as identified and required.
- Provide a reference
- Keep a record of achievements.

Embrace UK listens to the problems of volunteers and provides all kinds of support. It also listens to grievances and conducts them as per its grievance procedure.

I confirm that I have read and understood the Volunteers Good Practice Agreement and I agree to abide by the above points.

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Volunteer

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On behalf of Embrace UK

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Date