

The Therapy Garden
Manor Fruit Farm, Glaziers Lane, Normandy, Guildford GU3 2DT

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Registered Company No. 3665818 Registered Charity No. 1076055

VOLUNTEER'S AGREEMENT

Name of volunteer:

This agreement is in honour only and is not intended to be a legally binding contract of employment.

This agreement relates to the role of volunteer. It tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know how we can help to make your experience more productive and rewarding.

The Therapy Garden accepts the above volunteer beginning on within the terms of the volunteer policy, and commits to the following:

- to introduce you to how the organisation works and your role in it and to provide any training you need to fulfil your role.
- to enable you to approach any member of staff with any issues you may have.
- to ensure you have the opportunity so that you can tell us if you are happy with how your work is organised and provide feedback to us, or if there are issues that concern you.
- to be receptive to any comments from you regarding ways in which tasks might be best accomplished.
- to consult with you and keep you informed of changes when appropriate.
- to respect your skills, dignity and individual wishes and to do our best to meet them.
- to provide a safe workplace and insure you against injury you suffer or cause due to negligence.
- to apply our Equal Opportunities Policy.
- to apply our complaints procedure if there is any problem.
- to provide a reference, subject to satisfactory completion of tasks and duties.

I agree to volunteer and commit to the following:

- to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot attend.
- to consult any member of staff if in need of help and guidance.
- to follow The Therapy Garden's rules and procedures, including health and safety, equal opportunities and confidentiality.

The agreement may be cancelled at the discretion of either party, with one week's notice. The Therapy Garden will give reasons in writing for cancelling this agreement.

Volunteer's signature Date

After completion, this form should be given to the Centre Manager and a copy made for the volunteer to keep.