



**Kent**  
Wildlife Trust

## **Kent Wildlife Trust Volunteer Agreement**

Volunteers play a particularly important role in achieving the work of Kent Wildlife Trust. The purpose of this agreement is to set out standards of behaviour expected from volunteers of Kent Wildlife Trust. This document also outlines how Kent Wildlife Trust staff will support and value the contribution volunteers make to the aims and objectives of the Trust as well as promoting standards of behaviour as outlined in this document. All volunteers should make sure to read and understand the contents of this document.

### **As a volunteer we ask you to agree to:**

- Undertake your volunteer role to the best of your ability in a safe, efficient and competent way.
- Follow the Trust's policies and procedures as well as any instructions or directions reasonably given to you.
- Treat others with fairness, equity, dignity and respect.
- Arrive on time and tell us if you are going to be late or cannot attend.
- Act in a way that is in line with the purpose and values of the Trust and that enhances the work of the charity.
- Act honestly, responsibly and with integrity.
- Communicate respectfully and honestly at all times.
- Report any Health and Safety concerns.
- Inform a member of staff if you feel uncomfortable, for whatever reasons, carrying out the assigned task.
- Always be alert for hazards and potential hazards that might cause accidents to you or others.
- Not behave aggressively or intimidate other volunteers or staff members.
- Be aware of issues of confidentiality – respecting personal or sensitive information that you may have access to even if you leave your voluntary role.
- Comply with our IT security and access policies where you have been granted access.
- Disclose any personal or medical matters relevant to your role in confidence.
- Refrain from smoking or the consumption of alcohol or recreational drugs on site.
- Be willing to undergo a DBS check (where relevant).
- Provide feedback to us on your experience(s) to help improve our volunteer officer.

### **As a volunteer you can expect:**

- A clear definition of your role and how your role/ the task positively supports the work of Kent Wildlife Trust.
- To have a named member of staff nominated as your volunteer supervisor.
- To receive an appropriate induction process for your role.
- To receive training to carry out your role safely and effectively.
- To be asked to only complete tasks that fall within the role description and that you are capable of undertaking.
- Friendly supervision and guidance in your role.
- To be provided with a safe and positive working environment.

- To be treated in a fair, respectful and consistent manner.
- To have access and the means to raise concerns about your role and/or other volunteers or staff.
- To experience quality of opportunity throughout your time volunteering with Kent Wildlife Trust.
- To receive any pre-agreed expenses for your volunteer role on time and at the agreed rates.
- A recognition scheme.

Where a volunteer is found to not be complying with the standards outlined in this agreement or any of Kent Wildlife Trust's other policies and procedures the volunteer will be contacted and the formal Problem Solving Procedure will be followed. This can result in a volunteer's suspension or dismissal from a role.

The Volunteer Agreement is not intended to be legally binding contract between us. Volunteers acknowledge that no employment relationship is created in the context of their role with Kent Wildlife Trust.

This document will be reviewed at 3 year intervals or as appropriate. The Volunteering Team is responsible for ensuring that this policy is shared effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.



The Kent Wildlife Trust Group is Wild About Inclusion. To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities, to change the natural world for the better.

It also means cultivating inclusive workspaces that are free from discrimination, where differences are celebrated, everyone can be themselves and flourish, just like nature!

Post responsible for this policy: <b>Head of People and Volunteering</b>	Ratified by Council: <b>N/A</b>
Frequency of review: <b>Every 3 years OAN</b>	Next due for review in: <b>March 2027</b>