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# VOLUNTEER AGREEMENT



# Contents

1. Volunteer agreement.....	3
2. Governing law of this agreement.....	3
3. Your engagement as a volunteer.....	3
4. What you can expect when volunteering .....	3
5. What THRIVE Project asks of its volunteers .....	4
6. Contact person .....	4
7. Description and details of your engagement.....	4
8. The health and safety of you and others.....	4
9. Induction and training.....	5
10. Information we require before you start.....	5
11. Volunteer expenses and other benefits.....	5
12. Insurance .....	6
13. Intellectual Property.....	6
14. The non-disclosure of confidential information.....	6
15. Consent to use photographs and images.....	7
16. Cancellation of agreement .....	7
SCHEDULE A – DESCRIPTION OF ENGAGEMENT AND CONCORDANCE .....	8

# 1. Volunteer agreement

- 1.1. This is an Agreement between: the volunteer listed in the SCHEDULE A (referred to in this document as 'the volunteer' or 'you') and THRIVE Project (sometimes referred to in this document as 'we'). This Agreement is intended to be legally binding between us and it may be cancelled at any time by either us or you with due notice. See section 16 for more details.

# 2. Governing law of this agreement

- 2.1. This agreement is intended to be as broad and inclusive as permitted by the laws of the state of Queensland and shall be governed by and interpreted in accordance with the laws of Queensland. If any clause or provision of this agreement be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions which shall continue to be enforceable.

# 3. Your engagement as a volunteer

- 3.1. Your engagement at THRIVE Project is as a volunteer. This means that in all aspects of your engagement, you will perform all duties on a voluntary basis, and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below clause 11). You start date, hours per week, role, and other relevant details is contained in the **SCHEDULE A: DESCRIPTION OF ENGAGEMENT AND CONCORDANCE** section of this agreement. You are required to abide by these terms, including providing any deliverables as reasonably explained in the training materials.
- 3.2. Neither THRIVE Project or the volunteer intend any employment or contractual relationship for paid work or services to be created (i.e. you are not an employee, independent contractor or consultant). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.
- 3.3. Furthermore, your engagement with us may be reported to the relevant councils, government, sponsors, and/or funding bodies in order to support our activities and provide access to funded opportunities.

# 4. What you can expect when volunteering

- 4.1. THRIVE Project values its volunteers and we will endeavour to provide you with:
  - access to resources required to, for the most part, complete your tasks, such as email, collaboration and project management, file storage, and publishing tools;
  - an induction, orientation, and any training necessary for your engagement;
  - a safe environment in which to perform the tasks you are engaged for;
  - respect for your privacy, including keeping your private information confidential;
  - a supervisor, so that you have the opportunity to ask questions and get feedback (see below clause 6);
  - reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering (see below clause 11);
  - you will be required to complete an activity report (AR) on a weekly basis which details your achievements along the way and may contribute as credit;
  - access to any property or equipment required for purpose of your role, on the understanding that it will be promptly returned to the organisation when you finish your engagement with us;
  - you will be formally acknowledged for your contributions in THRIVE Project.

## 5. What THRIVE Project asks of its volunteers

### 5.1. We ask that you:

- support THRIVE Project and uphold its mission, aims, goals and objectives;
- log your time and activities in the weekly activity report (AR) and participate in all relevant induction and training programs, including making oneself available online at most times;
- only undertake duties you are authorised to perform and always operate under the direction of nominated team members, obeying reasonable directions and instructions;
- understand and comply with the organisation's policies and procedures including equal opportunity, health and safety, privacy and confidentiality policies;
- notify your lead or another member of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to team members, volunteers, or the workplace;
- behave appropriately and courteously towards team members, clients and the public in the course of your engagement;
- let us know if there is a change of circumstance that affects your ability to fulfil your part of the agreement or you wish to change the nature of your contribution (e.g. hours, role) to THRIVE Project;
- notify if there is a change of address and ensure you always comply with the law;
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive; and
- we may ask for additional information or conduct additional checks even after you have joined the organisation, in an effort to improve outcomes for the organisation;
- routinely update internal guidelines and support others in an effort to ensure continuity of processes and/or effect timely handover as may be necessary or requested of you from time to time.

## 6. Contact person

- 6.1. Your initial contact person at THRIVE Project will be provided to you upon joining. If you have any questions or concerns about your engagement with us, your health and safety, or if there is any assistance you need to help you undertake the tasks you are engaged for, please contact Human Resources at [hr@strive2thrive.earth](mailto:hr@strive2thrive.earth) as soon as possible.

## 7. Description and details of your engagement

- 7.1. We ask that you only perform duties you are authorised to perform, always operate under the direction and supervision of THRIVE Project's team members, and obey reasonable directions and instructions. This is particularly important for health, safety and insurance reasons (see below clause 8).
- 7.2. The nature of your engagement with us, time commitment, and roster are outlined below. It is important that you only perform the tasks outlined below and that you follow the instructions of the Project Lead and other THRIVE Project personnel.
- 7.3. If you are unsure whether a particular task or work is part of your engagement with us, or who you can and can't receive directions and instructions from, please don't hesitate to talk to your contact person.

## 8. The health and safety of you and others

- 8.1. At THRIVE Project, volunteer health and safety, and the health and safety of everyone who is involved in our organisation, is a priority. THRIVE Project has safety obligations towards:
- you in your capacity as a volunteer at THRIVE Project, and
  - the people that you interact with as a part of your engagement as a volunteer.

- 8.2. It is important to understand that you may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if you act outside of the description of your engagement with us, outside of the instructions given to you or you are affected by drugs or alcohol when you are volunteering.
- 8.3. It's therefore important that you only perform the tasks in the description of your engagement with us, and that you follow the instructions of your contact person and THRIVE Project's team members.
- 8.4. In the state of Queensland, the Civil Liability Act 2003 (QLD) applies. There may be other legal actions that apply (such as negligence claims) and it is paramount that workplace health and safety issues are always considered. Under the Act and other laws, THRIVE Project has a duty of care to minimise risks to everyone affected by its conduct.
- 8.5. As a volunteer, you may also have duties under the Civil Liability Act, which include:
  - taking reasonable care for your own health and safety;
  - taking reasonable care for the health and safety of others;
  - complying with any reasonable instruction given by THRIVE Project;
  - promptly informing THRIVE Project of any concerns you may have about safety or fitness in performing its role; and
  - cooperating with any reasonable policies and procedures of THRIVE Project.
- 8.6. We will provide you with a full induction, safety equipment and training when you commence as a volunteer with our organisation. However, please do not hesitate to talk to your contact person at any time if you have any health and safety concerns.

## 9. Induction and training

- 9.1. THRIVE Project is committed to providing suitable training in support of our health and safety, discrimination, and privacy policies. For this reason, it is our policy that all volunteers undertake suitable induction and/or training prior to commencing and ongoingly when undertaking a task as a volunteer. For this, you will be directed to the wiki web pages at <https://wiki.strive2thrive.earth>.

## 10. Information we require before you start

- 10.1. Before you can be engaged as a volunteer, we need the following information: CV, copy of identification (passport, and/or driver's licence) showing full name, address, date of birth and photo, proof that you are allowed to do volunteer work (such as VISA), proof of your credentials, and you may be required to show that you are over 18 years old. All background checks will be conducted in accordance with our 'Background Check' policy and our 'Privacy Policy'. The start date of the agreement may be no more than a month from the signing hereof.

## 11. Volunteer expenses and other benefits

- 11.1. As a volunteer, THRIVE Project will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your engagement as a volunteer. We do this to ensure that you are not financially disadvantaged because of your engagement with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts. We may sometimes provide you with other benefits as part of your work as a volunteer (examples include training, free food, accommodation, event entry, clothing, or equipment). Where this occurs, it is on a gratuitous basis at the discretion of THRIVE Project and is not payment in lieu of salary.

## 12. Insurance

- 12.1. You are responsible for your own insurance. Whilst THRIVE Project will endeavor to take good care of its volunteers, it will not be held responsible for their actions, or if anything untoward may happen to them in relation to:
- actions that are beyond the scope of their engagement as a volunteer, or that occur without appropriate authority or permission from us;
  - criminal activity (including criminal charges);
  - dishonest or reckless activities.
- 12.2. You must report an incident as soon as it has occurred.

## 13. Intellectual Property

- 13.1. If you create any materials while you are engaged with us as a volunteer, you agree that:
- any rights (including copyright and other intellectual property rights) in those materials will be owned by us, and that this Deed assigns any rights that you have in those materials (either now or in the future) to us; and
  - we can use those materials in any way that we need, and that our use will not infringe any moral rights that you have in those materials.
- 13.2. Your moral rights are the rights you must be acknowledged as the author of the work, not to have authorship attributed to anyone else and integrity of authorship. You agree that:
- we can do anything (or omit to do anything) that might infringe your moral rights, including not acknowledging your authorship of the material, modifying editing or updating the materials, or incorporating all or part of the materials into other documents or materials;
  - your consent extends to acts and omissions other parties acting on our behalf or with our authorisation, including our licensees and successors in title;
  - you will not bring any claims against us, our licensees, successors in title or any other person or organisation acting as a result of anything we do (or omit to do); and
  - your consent is a genuine consent and has not been induced by duress or any false or misleading statement.

## 14. The non-disclosure of confidential information

- 14.1. As a result of your role as a volunteer with us you may be given access to confidential information. The term 'confidential information' includes any information about us and our business, services and clients which is:
- marked confidential, or that we tell you is confidential; or
  - by its nature, is confidential or proprietary to us.
- 14.2. Information will not be confidential if:
- it is or becomes public (except if that results from a breach of this Deed or any other obligation of confidentiality that you owe to us);
  - you know (and can demonstrate) that you knew this information before you received it from us; or
  - you receive it from someone else who is entitled to give it to you.
- 14.3. You must only use our confidential information to perform your role as a volunteer with us, and you must not disclose it outside our organisation (unless we ask you to). You agree that the confidential information belongs to us.
- 14.4. You must return all material containing our confidential information to us promptly if we ask you to, or when your role with us ends.

## 15. Consent to use photographs and images

- 15.1. You agree that THRIVE Project may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of TRIVE Project and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms, and in connection with any promotions.

## 16. Cancellation of agreement

- 16.1. You must provide one month written due notice to THRIVE Project if you wish to alter the terms or terminate this agreement. You are required to continue your commitment whilst your request is being entertained or notice to terminate is being processed, including, but not limited to any documenting and hand over training requested of you. Your request will be responded to within 14 days.
- 16.2. Conversely, THRIVE Project may advise that it no longer needs your services at any time. This can occur if you are in breach of any of the above clauses. Failure to report/provide any deliverable within any one week may count as a suspension of your duties and deducted from your overall contribution towards your time period.
- 16.3. There is an initial probationary period of three months. If the agreement is terminated during this time, or abruptly without serving the notice period, you will be subject to an early termination penalty to defray any costs incurred during your term of appointment. If requested, in unusual circumstances, you may be asked to cease and desist from any association with THRIVE Project.
- 16.4. This agreement auto-renews at the end of the term unless advised otherwise in writing. Clause 13 and clause 14 will survive the termination of this agreement. If requested to do so, you must remove any links, references, or connections with the THRIVE Project.
- 16.5. Please complete and sign in **SCHEDULE A** to acknowledge that you have read this Volunteer Agreement and have had an opportunity to clarify your appointment terms with us. You are invited to seek independent advice before signing this agreement.

## INSTRUCTIONS

- Complete electronically the **blue and white portions ONLY** and return together with a government-issued photo identification which show your **name, address, date of birth, and photo**. In some cases, you may need to provide two identifications to satisfy this requirement.
- The **witness** must be someone who knows you, of reasonable standing, and their role is to witness you placing your signature on this agreement. Do not simply type your name for your signature. Instead scan your signature in and affix electronically in a PDF program.
- Be sure to forward together with your latest CV and identification as indicated above via email to [volunteer@strive2thrive.earth](mailto:volunteer@strive2thrive.earth). We reserve the right to check the accuracy of the information submitted at any time, and this may include contacting those listed in your documents.
- Note that you must be of legal age in your state or country to enter into an agreement. Please complete all entries and attach the set of documents individually as PDFs to the response email.
- Any future correspondence regarding this agreement, including exercising the termination clause, must be in writing to [hr@strive2thrive.earth](mailto:hr@strive2thrive.earth). Be aware that certain clauses survive the termination of the agreement and sufficient notice is required.

# SCHEDULE A – DESCRIPTION OF ENGAGEMENT AND CONCORDANCE

The parties below hereby agree to the THRIVE Volunteer Agreement herein with particulars as follows:

<b>Volunteer CV Attached</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Volunteer ID(s) Attached</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Volunteer full address (without country)		Role (as per listing / offer)	
Country		Term (in months)	<input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 24
Email address		Time commitment	<input type="checkbox"/> <input type="checkbox"/> hours per week
Contact number (include area / country codes)		Availability (be specific regarding your ongoing weekly availability with day of week and hours)	
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> d d / m m / y y	Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> d d / m m / y y
Next of kin (name/relationship)		Contact number (next of kin)	
Signed sealed and delivered by Volunteer		Signed sealed and delivered for and on behalf of THRIVE Project ABN 99 070 394 491	
Volunteer's full name (please print)		By its duly authorised representative in the presence of (witness name)	
Volunteer's signature		Witness' signature	
In the presence of (witness name)		Authorised representative's full name (please print)	
Witness' signature		Authorised representative's signature	
Date of signatures (date of appointment)		Date of signatures	