



Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between Cities of Peace, Inc., with its main platform *International Cities of Peace (ICP)*, and you as a volunteer:

Given name:

Middle name(s):

Surname:

Email:

Postal Address:

Position Description:

The intention of this arrangement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

Part 1 International Cities of Peace

We, the Facilitator(s) for *International Cities of Peace*, accept and appreciate your voluntary service. We commit to the following:

1. Induction and training

- To provide thorough induction on the work of *International Cities of Peace*, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role, The Volunteers Handbook provides full details of the organisation.

2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work
- To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expenses

- To reduce the costs of operating the non-profit corporation Cities of Peace Inc., especially the main platform International Cities of Peace, volunteer activities are primarily performed through online resources, such as email, video sessions, web or social media involvement, or through open source software, and other commonly held tools and resources.
- If expenses could be accrued during the performance of your duties, please contact -- prior to accruing the expenses -- the Chair of Cities of Peace, Inc. or the Executive Director of International Cities of Peace to receive a decision on your request.
- Unless expressly detailed in a contractual document, signed by the Chair of Cities of Peace, Inc. or the Executive Director of International Cities of Peace, expenses will not be compensated.

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteers Handbook.

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteers Handbook.

7. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteers Handbook.

Part 2 The Volunteer's Agreement

I, (*full name in capitals*):

agree to the best of my ability to serve as an unpaid volunteer with *International Cities of Peace* and commit to the following:

1. To help, *International Cities of Peace* fulfil its (*write in your service here*).
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.
4. To maintain the confidential information of the organisation and of its clients.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment in terms of hours/week:

This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed to by:

Volunteer name:

Signature:

Date:

Agreed on behalf of *Cities of Peace, Inc. and International Cities of Peace*

Name/Title:

Date: