



VOLUNTEER AGREEMENT

It is our desire here at *food.gives* to give an opportunity for anyone to participate and contribute their time freely in support of sending food aid to Christians who face terrible crisis of food in many countries around the world. We hope that this volunteer experience is both empowering and rewarding as each of us can make a difference, whether it be packing a box, or dropping off food at a *food.gives* warehouse.

In order to ensure the experience is fruitful and enjoyable, this agreement has been designed to outline what volunteering at *food.gives* means, establishing the expectations that must be fulfilled by volunteers and the charity alike.

1 Parties

1.1 Barnabas Aid t/a Food.Gives, Unit 23, Ash Industrial Estate Kembrey Park, Swindon, Wiltshire, United Kingdom (BA); and

1.2 _____
_____ (Volunteer).

2 General

The Volunteer agrees to provide the below services they opt into as a volunteer for:

- 2.1. Transport or assist in the transport of donations from individuals, families, groups, churches, schools and any other specified contributor to a designated location used for the storage of donations; or
- 2.2 Carry out designated duties within *food.gives* warehouse which includes and is not limited to packing and unpacking boxes, handling goods, administration of information, maintenance, etc.; or
- 2.3 Safe and hygienic storage of edible and non-edible goods ready for transportation to designated locations.
- 2.4 Represent a group, church, school, organisation, etc. for the collection of donations, their temporary storage and arrangement of transportation to a designated location.

Upon opting in for option 2.1, the choice of vehicle and the designated route for collections and drop-offs will be the decision of the volunteer. All necessary information/advice and equipment will be provided to the volunteer by the charity for the above purposes under the terms and conditions set out in this agreement.

3 Definitions and Interpretation

3.1 Definitions

3.1.1 **Confidential Information** includes:

- 3.1.1.1 All information acquired or developed by the Volunteer in the course of his / her engagement;
- 3.1.1.2 All the information designated as confidential by BA or otherwise imparted in circumstances of confidence by BA to the Volunteer; and
- 3.1.1.3 Trade secrets and any other material or information classifiable in law or equity as confidential information;

3.1.2 **Confidential Information** excludes:

- 3.1.2.1 Any information that was lawfully known to or in the Volunteer's possession or control without restriction prior to the Volunteer's engagement; or

3.1.2.2 Any information that is in the public domain, other than as a result of a breach of this agreement or other obligation of confidence.

3.1.3 **Intellectual Property** means all present and future right, title and interest in and to inventions, know-how, patents, registered and unregistered trademarks, service marks, registered and unregistered designs, copyrights, circuit layouts, domain names, internet addresses, computer programs, confidential information, trade secrets, trade or business names and brand names.

3.1.4 **Intellectual Property Rights** are the rights to the Intellectual Property.

3.2 Interpretation

In this agreement, unless the context otherwise requires:

3.2.1 a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;

3.2.2 the singular includes the plural and vice versa;

3.2.3 a reference to an individual or person includes a corporation, partnership, joint venture, association, authority, trust, state or government and vice versa;

3.2.4 a reference to any gender includes all genders;

3.2.5 a reference to a clause is to a clause of this agreement;

3.2.6 where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning; and

3.2.7 where an expression is defined anywhere in this agreement, it has the same meaning throughout.

4 Engagement

4.1 BA and the Volunteer agree that the engagement is a volunteer one only. This is not an employment relationship at any time for any purpose.

4.2 The Volunteer will receive no payment for performing any work during the engagement and will not for any purpose become an employee of BA as a result.

4.3 The Volunteer acknowledges that as a result, the Volunteer is not entitled to any of the payments or benefits that BA provides its employees.

4.4 The Volunteer will perform volunteering engagements no more than _____ hours per week / month from _____ to _____.

5 Volunteer obligations and acknowledgements

The Volunteer agrees and acknowledges the Volunteer's obligation to:

5.1 Work within the rules, policies, and facilities of BA;

5.2 Accept and abide by all reasonable and lawful directions given by managers regarding role description and customer service whilst a volunteer at BA;

5.3 Refrain from any conduct that would adversely reflect on BA;

5.4 Not engage in any activity which is incompatible with the aims and objectives of BA;

5.5 Comply with any and all legislation, codes or guidelines, in whatever form, that are applicable to the Volunteer; and

5.6 Report any injury, accident or property damage the Volunteer witnesses or is aware of immediately.

5.7 drinking, smoking and illegal substances are not permitted in the .gives warehouse premises, office areas and grounds around the building.

5.8 Be aware and take into account all necessary and applicable regulations and guidelines when undertaking voluntary acts in relation to their relevant jurisdiction, for example: taking required breaks when driving, driving by speed limits, etc.

The Volunteer acknowledges that, except where limited by law, BA reserves the right to conduct background and / or medical checks on the Volunteer as necessary to ensure suitability for the role, and the Volunteer consents to these checks being undertaken.

6 Volunteer declarations

The Volunteer declares that he/she is legally entitled to be a volunteer.

7 Confidentiality

Unless the Volunteer has previous written consent from BA, the Volunteer:

- 7.1 Must at all times during the volunteer period and thereafter keep confidential all Confidential Information;
- 7.2 Must at all times store all Confidential Information safely and securely;
- 7.3 Must not discuss sensitive information with members of the public, other volunteers, staff members or other companies;
- 7.4 Must not use information gained in the course of the volunteer period to cause harm or detriment to BA, any person or body;
- 7.5 Shall not remove the confidential information from the premises of BA; and
- 7.6 Must immediately notify BA in writing of any actual, threatened or suspected unauthorised disclosure of any Confidential Information.

8 Termination

This Volunteer Agreement can be terminated immediately by the Volunteer or BA on the giving of written notice.

9 Indemnity

The Volunteer hereby indemnifies and unconditionally releases BA and its officers, employees and agents from any loss suffered as a result of a breach of this agreement or for any disclosure of the Confidential Information by a person provided with the Confidential Information by the Volunteer.

10 Jurisdiction

This agreement is governed by the laws of England and Wales.

Executed by *Food.Gives*

Executed by Volunteer

Signature

Signature

Print Name

Print Name

Date

Date
