

**14. Appendix 3: Agreement between the Trustees of Horizons (Plymouth) and Volunteer Workers**

**Role:**

The Trustees of Horizons are committed to advance the education and improve the quality of life of young people by providing experience of boating and related activities. Volunteers are recruited to assist the permanent staff operate and maintain the boats and administer activities. They have a vital part to play in helping Horizons encourage young people to widen their horizons.

**General:**

The purpose of this agreement is to clarify expectations - the terms are binding in honour only. Horizons do not intend a contractual relationship to be created with volunteers and there is no obligation to offer work. Volunteers will not receive remuneration. In exceptional circumstances expenses may be reimbursed if agreed in advance with the treasurer (financial Officer). Obligations to comply with Horizons policies are needed to comply with the law and the proper performance of work in support of Horizons' activities.

**Volunteers agree to:**

- Follow Horizons (Plymouth) Code of conduct
- Work under the supervision of a permanent member of staff
- Exercise a duty of care to other workers and members of the public and observe Health and Safety policies
- Obey the Manager's instructions/orders/ standing operating procedures (SOPs) both verbal and written
- Abide by Horizon's objectives as defined on page one of the memorandum and articles of association of the registered charitable company
- Observe and undertake Horizons policies and procedures for equal opportunities, personal standards, confidentiality, discipline, grievance and Safeguarding
- Inform the manager when no longer available to undertake voluntary duties
- Set high standards of personal behaviour and endeavour to work at all times setting a good example to young people

**The Trustees of Horizons agree to:**

- Provide all necessary training for work afloat
- Provide protective clothing and lifesaving equipment to enable the volunteer to undertake voluntary duties
- Provide public liability/employer insurance cover for injury/death in event of Horizons negligence or breach of statutory duty
- Attempt to provide opportunities for volunteers to obtain work satisfaction and fulfilment
- Provide free membership of Horizons - members are entitled to vote at general meetings as detailed in the governing document

**Volunteer Worker Declaration:**

I agree to comply with the terms of this agreement, signed  Date

Name

Address

Phone / email

Signed on behalf of Trustees  (Chairman, Horizons)