

METUPOK VOLUNTEER AGREEMENT

As part of our commitment to our volunteers we want your experience with METUPOK to be supportive and rewarding. As part of that promise, it's important to be clear about what might be expected of you and what we hope you can contribute.



1. METUPOK will:

- Be clear on the volunteer task including the time commitment.
- Do our best to help you develop your volunteering role with us.
- Honour the time commitment you have agreed, and to help us do that please complete the form in the link.
- Reimburse agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
- Provide insurance cover for volunteers whilst undertaking tasks we have agreed by together.
- Treat volunteers with respect and fairness. This includes working with you to resolve any issues or difficulties you may have with METUPOK before they become problems.
- For our volunteers living with metastatic breast cancer: we will be flexible on any changes you need to make whilst volunteering with METUPOK.

As a volunteer with us you agree to:

- Undertake the volunteer task to the best of your ability treating other volunteers fairly and with respect.
- To follow our procedures and abide by relevant policies made known to you.
- Do your best to meet mutually agreed time commitments, and you will try to give reasonable notice when this is not possible.
- If asked to do so provide referees and apply for a criminal records disclosure as necessary.

Confidentially:

It's important to acknowledge our volunteers and trustees often work with other charities and organisations. This sharing of experience and skills benefits us all.

We ask that when volunteering with METUPUK the confidentiality of the organisation is respected. Please also see the attached annex. This includes not sharing information on projects, data we collect, future plans with strategy or anything relating to the functions of METUPUK which you are asked to keep confidential. This list isn't exhaustive and if in doubt please contact the trustees for help, we want to do our best to help resolve any potential problems.

Equally if you feel that any particular project or task you might be asked to do conflicts with other roles please let us know.

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

Signed on behalf of METUPUK

Signed by the volunteer member

Date:

METUPUK (Metastatic Exchange To Unleash Power United Kingdom)
is a registered charity in England and Wales.
Registered charity number – 1196494

Registered office – 11 Lower Knoll Road, Diggle, Oldham, OL3 5PD

Next Review of this agreement will be 30th June 2023.