



Unilever Archives and Records Management Volunteer Agreement

This agreement is designed to ensure that an understanding is reached between volunteers and Unilever Archives and Records Management (UARM) about the nature of volunteering at UARM.

Volunteers who sign this agreement agree to follow the UARM Volunteer Policy (all volunteers will be given a copy of this policy).

<i>Name of volunteer:</i>	
<i>Volunteer's role/project:</i>	
<i>Name of supervisor:</i>	<i>Supervisor's contact details:</i>

Hours

Volunteers' hours will be arranged to try and suit both volunteers and UARM. We ask volunteers to attend at the agreed times or let UARM know as soon as possible (via their supervisor) if they cannot attend.

Missing volunteer opportunities without notice may lead to termination of this agreement.

Your volunteering will ordinarily take place on [add day] between [add time] and [add time], but we may agree other hours if convenient to both you and UARM.

Supervision and training

UARM will seek to offer appropriate support, supervision and training for every volunteer, and help them benefit from their experience by developing their skills. UARM will provide general induction training and training specific to individual projects. Volunteers who feel that their project would benefit from them receiving additional training should speak to their supervisor to discuss this.

Confidentiality

Volunteer projects will be carefully selected to avoid volunteers encountering sensitive information about Unilever. However, all information that volunteers have access to while volunteering should be considered confidential unless advised otherwise.

Copyright

As part of this agreement, UARM asks volunteers to assign copyright of anything they produce while volunteering to UARM to allow the service to use the work of volunteers with confidence.

Equal opportunities and diversity

Unilever does not discriminate on grounds of gender, nationality, race, creed, disability, style or sexuality.¹ Volunteers must respect this and must not make comments or remarks that could be considered offensive.

Health and safety

Unilever operates to strict health and safety regulations; volunteers are therefore expected to follow the health and safety procedures and site rules which will be covered in their induction. Volunteers are also asked to report any unsafe situations or accidents to their supervisor in the first instance.

¹ <http://unilever.com/sustainable-living/ourpeople/diversity/index.aspx>

Please let your supervisor know if you have an illness or disability which might affect your volunteering work and we will provide support wherever possible.

Expenses

Volunteers attending for at least 6 hours in a day will be entitled to a subsidised lunch from the Lever House Restaurant using the UARM hospitality vending card. Purchases can include a drink plus a main meal, or a salad, or a sandwich. Unilever's catering service provider stipulates that hospitality cards may not be used to purchase confectionery. Travel expenses will not ordinarily be met by UARM.

Right to refuse

Volunteers are not obliged to carry out additional tasks that are not in their role description.

Ending your volunteering

Both volunteers and UARM have the right to terminate the voluntary position at any time with no notice. However, UARM will usually seek to give at least two weeks notice, unless there is an emergency or the termination is due to misconduct.

References

Volunteers will be given the contact details of the most appropriate person to provide a reference for them if required when moving on to further education, paid work or other voluntary activities.

If you have understood what volunteering at UARM involves and you are happy to begin, please sign one copy of this agreement and return to your supervisor.

I agree to the conditions outlined above and those detailed in the UARM Volunteer Policy. I confirm that I have received a task/project description and am prepared to begin work on this task/project.

Signed (volunteer): _____ Date: _____

Signed (supervisor): _____ Date: _____