

## **Sydney Living Museums Volunteer Agreement**

I understand that in signing this agreement I am entering into a voluntary relationship with Sydney Living Museums (SLM) and I will not receive payment for my services.

I understand that volunteers are only engaged at SLM through designated volunteer roles and to perform tasks as described in a formal Volunteer Role Description. I understand I can only volunteer for SLM when I have been formally appointed to one or more designated volunteer role/s.

SLM requires all volunteers to complete induction training in order to be aware of our purpose and goals as well as our various policies. I agree to undertake induction training as required prior to commencing my volunteer role, including reading any training materials. I will consult with my supervisor if I need further guidance. I will behave appropriately and courteously to all staff, clients and the public in the course of my role. I confirm I have read and understood the SLM [Code of Ethics & Conduct](#) and I agree to comply with its provisions at all times while volunteering for SLM.

I undertake to maintain accurate personal information in my online volunteering record with Sydney Living Museums. I will record my volunteer hours under the instructions of SLM. It is best practice that no volunteer undertakes more than 16 hours of volunteer work in any one week. It will be a shared responsibility between the volunteer and SLM to monitor the number of volunteer hours completed and to enact a fatigue management plan as necessary.

I understand that I may be photographed and/or filmed (including audio recordings) whilst volunteering for SLM and the images/ footage may be used by SLM for the purposes of marketing and promotion of SLM, its goods or services and the volunteer program. This may include printed and digital marketing, including the use of my image on social media platforms.

Under no circumstances may I make any statement to the media (including press, radio or television) concerning Sydney Living Museums business without the approval of the Director or his nominee. I understand I am permitted to engage in SLM's social media platforms in compliance with any guidelines from SLM.

At SLM volunteer safety and the safety of everyone who is involved in our organisation is a priority. I understand I have duties as a worker under the Work Health & Safety Act 2011 including the duty to take reasonable care of my own health and safety and to take reasonable care for the health and safety of others. I will comply with any reasonable SLM instruction, policy or procedure provided to me. I agree to share responsibility for paying attention to the working environment around me and to help identify and prevent risks to safety.

SLM will provide you with an induction, role training and any safety equipment when you commence as a volunteer. However, please do not hesitate to contact us at any time if you have any health and safety concerns.

As a volunteer worker I will be covered by Sydney Living Museums' public liability and personal accident insurance. I acknowledge that this insurance may not cover activities that are beyond the scope of my volunteer role, activities that occur without the appropriate permission from SLM, or reckless or criminal activity. I understand that SLM does not insure volunteers for unauthorised work undertaken at home.

I understand that an individual is not permitted to undertake paid and unpaid (i.e. volunteer) work for SLM concurrently. Individuals in a current paid role at SLM are ineligible to take up a volunteer role at SLM. I understand if I am offered a paid role at SLM in the future I must notify my volunteer supervisor within 7 days of accepting the offer. I understand I will be required to relinquish my volunteer role (or arrange a break from SLM volunteering if the paid role is short-term).

I understand that I can terminate my volunteer service at any time and for any reason, and that I am required to notify Sydney Living Museums in writing and include the expected date of my final shift. As much notice as possible is appreciated. I understand that Sydney Living Museums reserves the right to terminate my service in the instance of improper conduct on my part.

I understand that a volunteer role may not be renewed, and that this is subject to the role continuing to be mutually beneficial to both SLM and the volunteer, and that this decision will be SLM's.

All information gained as a volunteer concerning SLM 's operations, business, clients, intellectual property, volunteer and employee information, and/or financial records, whether obtained directly or indirectly, is to be regarded as confidential. Such information shall be treated in a strictly professional and confidential manner and not discussed outside the confines of the specific work area, or external to SLM.

I understand that some of my personal details may be shared with paid staff and authorised assigned volunteer supervisor/s (if applicable). This is required to facilitate the staging of programs including Sydney Open. I will ensure the safekeeping and destruction of any volunteer contact details entrusted to me, in accordance with [SLM's Privacy Policy](#).

I acknowledge and agree that the ownership of and the intellectual property (including copyright) in all information, inventions, processes, data, computer software, techniques and all other material created or resulting from any aspect of my duties as a volunteer shall be vested in SLM from the time of creation.

I agree that, except in order to perform my volunteer duties, I will not copy, share, use or exploit the intellectual property of any material that I access during the course of my volunteering, without written consent of SLM. I understand that I am required to return any material provided to me for the purpose of my volunteer duties to Sydney Living Museums at the conclusion of my volunteer role.