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# Introduction and Purpose

## Introduction

This Volunteer Agreement ("Agreement") describes the relationship between Acme, Inc ("ACME-1") and you, the Volunteer. ACME-1 appreciates your interest in supporting our mission. We are committed to improving community well-being through innovative programs and services. Our vision is a thriving, equitable community for all. This agreement outlines the terms of your volunteer engagement with ACME-1. It is designed to protect both you and ACME-1 while ensuring a rewarding and productive experience.

## Purpose of this Agreement

The purpose of this Agreement is to define the terms and conditions under which you will volunteer your services to ACME-1. Your volunteer work will support ACME-1's community outreach programs and initiatives. This includes clarifying roles, responsibilities, expectations, and applicable policies. By signing this agreement, you acknowledge that you are volunteering your services and are not entitled to wages or employee benefits.

## Volunteer Role and Responsibilities

As a volunteer with ACME-1, you will play a vital role in supporting our initiatives. Your contribution will directly impact our ability to serve the community effectively.

## Specific Duties

Your primary responsibilities will include:

- **Event Coordination:** Assisting with the planning and execution of company events. This may involve setting up venues, managing registration, and providing support to attendees.
- **Data Entry:** Accurately inputting and maintaining data in our systems. Attention to detail and data integrity are essential.



- **Community Outreach:** Supporting our efforts to engage with the community. This could involve distributing informational materials or representing ACME-1 at local events.

## Time Commitment

We ask that you commit to a minimum of 4 hours per week. We offer flexible scheduling options to accommodate your availability. We encourage you to discuss your preferred schedule with the Volunteer Coordinator.

## Reporting Procedures

To ensure clear communication and accountability, you are required to submit a weekly activity report. Please use the online form provided by the Volunteer Coordinator. This report should summarize your activities, hours volunteered, and any relevant observations or feedback.

## Standards of Conduct

As a representative of ACME-1, you are expected to adhere to the highest standards of conduct. This includes:

- **Respect:** Treating all individuals with courtesy and consideration.
- **Professionalism:** Maintaining a professional demeanor in all interactions.
- **Integrity:** Acting ethically and honestly in all your activities.

Please familiarize yourself with ACME-1's code of conduct, which provides further guidance on expected behavior. We appreciate your commitment to upholding these standards.

## Confidentiality and Data Protection

Volunteers will have access to confidential information during their engagement with ACME-1. This includes, but is not limited to, donor information, client data, and internal strategic plans. All such information must be kept strictly confidential.



## Handling Sensitive Data

Volunteers may only access personal or sensitive data if it is required to perform their assigned tasks. Volunteers must adhere to all data protection guidelines established by ACME-1. This includes ensuring the privacy and security of all data.

## Legal Compliance

Volunteers are required to comply with all applicable data privacy laws. These laws include, but are not limited to, GDPR and CCPA. Any violation of these laws may result in termination of this agreement and potential legal consequences. Volunteers are expected to understand and follow these guidelines.

# Health, Safety, and Insurance

ACME-1 is committed to the health and safety of all volunteers. Volunteers are expected to adhere to all safety guidelines provided during orientation. These guidelines include emergency procedures and proper usage of equipment.

## Risk Management

ACME-1 proactively assesses and mitigates risks associated with volunteer activities. The Volunteer Coordinator conducts periodic risk assessments. Mitigation strategies are communicated to volunteers during training sessions.

## Insurance Coverage

ACME-1 provides volunteer liability insurance for all approved volunteer activities. This insurance is designed to protect volunteers from certain liabilities that may arise during their service. Details of the coverage are available from the Volunteer Coordinator.



# Liability and Indemnity

## Liability Limitations

Volunteers are responsible for the safety and security of their personal belongings while participating in volunteer activities. Acme, Inc. is not liable for loss or damage to a volunteer's personal property. Volunteers are liable for any damages they cause due to their negligence or willful misconduct.

## Indemnification

Volunteers agree to indemnify and hold harmless Acme, Inc., its directors, officers, employees, and agents from and against any and all claims, losses, damages, liabilities, costs, and expenses (including attorney's fees) arising out of or relating to the volunteer's actions or omissions during their volunteer engagement. This indemnification obligation survives the termination of this Volunteer Agreement.

## Legal Protections

Acme, Inc. maintains comprehensive liability insurance coverage to protect the organization from potential liabilities. This Volunteer Agreement serves to further protect Acme, Inc. by clearly outlining the responsibilities and liabilities of volunteers. Volunteers are encouraged to exercise caution and follow all safety guidelines provided by Acme, Inc.

# Term and Termination

This Volunteer Agreement will begin on the date it is signed. It will continue for one year.

## Termination

Either ACME-1 or the volunteer can end this agreement. To end it, the party must provide a written notice to the other party. A two-week notice is required. ACME-1 can end the agreement immediately if there is a cause. Examples of cause include violating ACME-1's code of conduct or any other policy.



# Volunteer Acknowledgment and Signature

## Volunteer Acknowledgment

I have carefully read and fully understand the Volunteer Agreement. I agree to comply with all terms and conditions outlined within this document. I acknowledge that I am participating as a volunteer and not as an employee of Acme, Inc.

## Signatures

Volunteer Name:	
Volunteer Signature:	
Date:	2025-08-09
Volunteer Coordinator Name:	
Volunteer Coordinator Signature:	
Date:	2025-08-09

## Additional Policies and Guidelines

This section details additional policies and guidelines that apply to all ACME-1 volunteers. These policies ensure a safe, respectful, and productive environment for everyone.

### Organizational Policies

ACME-1's policies on anti-discrimination, harassment, and data protection are applicable to all volunteers. These policies are designed to foster a workplace free from bias and ensure the responsible handling of sensitive information. Volunteers are expected to adhere to these policies at all times during their engagement with ACME-1.



## Access to Policies

Volunteers can access the full text of these policies on the company intranet. Alternatively, a copy can be requested from the Volunteer Coordinator. It is the responsibility of each volunteer to familiarize themselves with these policies and understand their obligations.

## Grievance Procedure

ACME-1 is committed to addressing any concerns or disputes that may arise during a volunteer's engagement. A detailed grievance procedure is outlined in the volunteer handbook. This procedure provides a structured mechanism for resolving conflicts and ensuring fair treatment for all parties involved.

