

# Volunteer Agreement



Thank you for bringing your time and skills to the mission of The Salvation Army. Before you commence volunteering, it is important you understand and record your agreement to the terms of your volunteer involvement with The Salvation Army Australia, as described in this document.

**Note:** Minor changes to this Agreement in future will be published on VolHQ; significant changes will be communicated to you directly or via your manager.

## Terms of Agreement

**I hereby record my Agreement, either via a print version of this document or via an online application, to the following terms of my volunteer involvement with The Salvation Army Australia:**

### DUTIES

- I will be undertaking a volunteer role at The Salvation Army and will perform all duties on a voluntary basis. I understand this means I will not be paid for my work<sup>1</sup>.
- I will only undertake duties as directed and authorised by my Corps Officer/Line Manager.
- As The Salvation Army is not obliged to engage me as a volunteer, I understand that my volunteer role may change or cease at any time, with reasonable notice from my Corps Officer/Line Manager.

### BACKGROUND CHECKS

- I understand certain volunteer roles require background checks and agree to undertake and maintain required checks related to my role/s.
- I understand if my role/s change, I may be required to complete new or additional background checks or renewals.
- Prior to, or during my engagement as a volunteer, I will notify my Corps Officer/Line Manager of any criminal convictions which:
  - a) I am legally required to disclose as part of my application to volunteer;
  - b) may impact my eligibility and/or suitability to be engaged as a volunteer;
  - c) may change my background check status. I understand this will result in a risk assessment process to determine my ongoing involvement as a volunteer.

### CONDUCT

- I understand and respect The Salvation Army is based on Christian principles and these principles form the vision, mission and values of The Salvation Army<sup>1</sup>.
- I will ensure my behaviour, actions and decisions are in accordance with The Salvation Army's mission and values<sup>2</sup>, and its code of conduct standards and expectations<sup>3</sup>.
- I agree to always comply with the law while volunteering.
- Upon commencement, I agree to complete a full induction, as well as role-related training modules within the required timeframes.

### CHILD SAFETY

- The Salvation Army is a child safe organisation; therefore, I will abide by The Salvation Army's child safe policies and commitment to creating a safe culture by taking action to protect and promote the wellbeing of children and young people.
- I will report to my Corps Officer/Line Manager any concern that arises during my volunteering which relates to the risk of abuse or harm of a child or young person.

<sup>1</sup> Volunteering is distinct from the employee relationship, as defined in Sections 12 and 13 of the Fair Work Act 2009

<sup>2</sup> Learn more about The Salvation Army's Mission, Vision and Values: <https://www.salvationarmy.org.au/about-us/mission-and-vision/>

<sup>3</sup> Code of Conduct as outlined in the Volunteer Handbook and volunteer mandatory training.

- I agree to inform my Corps Officer/Line Manager of any child-related convictions relating to me, including any current charges under investigation, so that my application to volunteer can be properly assessed for suitability and risk management.

## SAFETY<sup>4</sup> AND INSURANCE

- As volunteers are not covered by Workers Compensation Insurance, I understand I will instead be covered under The Salvation Army's Personal Accident Insurance (Volunteer Workers)<sup>5</sup>.
- I agree to provide my Corps Officer/Line Manager with any relevant or required information relating to any existing or future health condition that may impact my ability to undertake my role safely.
- I agree to provide information regarding my current vaccination status as per the requirements of my volunteer role<sup>6</sup>.
- If I become aware of any health and safety issues, incidents, near misses or potential hazards whilst performing my volunteer duties, I will report these to my Corps Officer/ Line Manager within 24 hours.
- If I am injured during the course of my volunteer duties, I will notify my Corps Officer/ Line Manager and complete an incident report within the timeframe stipulated in WHS policy.
- If I am to use my personal property to fulfil the duties of my role, such as a mobile phone, laptop or other equipment, it must be approved by my Corps Officer/ Line Manager and must comply with existing Salvation Army policies<sup>7</sup>.
- As per TSA's Fleet Management Standard, I understand, if using my own vehicle to perform my volunteer duties, it is my responsibility to have appropriate insurance which covers volunteer-related use of my vehicle.

## CONFIDENTIALITY AND INTELLECTUAL PROPERTY

- Beyond the relevant duties and requirements of my role, I will not disclose any confidential information relating to The Salvation Army, even after the conclusion of my volunteer involvement, unless required by law.
- I understand if my name and/or image (or dependent's name and/or image) is to be used in any Salvation Army promotion, publication or other public or internal medium, this will only be with my written consent via the Media Release Form.
- I will respect, protect and appropriately utilise the intellectual property owned by and licensed to The Salvation Army.
- Unless agreed otherwise, I understand that any material or work I create as part of my volunteer duties remains the intellectual property of The Salvation Army. I therefore grant The Salvation Army the right to use, copy, duplicate or publish any such material or works.

## CONFLICT OF INTEREST

- I will advise my Corps Officer/Line Manager of any real or potential conflict of interest which may unfairly advantage me, or someone known to me<sup>8</sup>.

## COMMUNICATIONS

- I understand that my Corps Officer/Line Manager, relevant departments such as Volunteer Resources, Salvos Stores Volunteer Workforce team, TSA Leadership, can directly contact me about matters related to volunteering including for recognition, special events, volunteer engagement surveys, volunteer opportunities, work health and safety, safeguarding of children, and matters that impact the TSA volunteer workforce<sup>9</sup>.

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<sup>4</sup> The Salvation Army is committed to providing a safe volunteering environment, complying with the Work Health and Safety Act 2011, particularly Section 7, which includes volunteers under the definition of 'workers'.

<sup>5</sup> A policy summary is available via 'VolHQ' <https://my.salvos.org.au/volhq/>. If you wish to review the full Volunteer Workers Insurance Policy, request this via your Corps Officer/Line Manager or by emailing [vrhelpdesk@salvationarmy.org.au](mailto:vrhelpdesk@salvationarmy.org.au)

<sup>6</sup> You should have received information on vaccination requirements during the recruitment process.

<sup>7</sup> Volunteers can access all relevant policies via 'VolHQ': <https://my.salvos.org.au/volhq/>

<sup>8</sup> Speak to your Corps Officer/Line Manager if you are unsure about conflicts of interest you may have identified.

<sup>9</sup> For full explanation, see the 'Mission Volunteer Policy'.

## PRIVACY NOTICE AND CONSENT FORM

### Your privacy is important to us

The Salvation Army, a not-for-profit organisation, is committed to upholding its obligations under the Privacy Act 1988.

### Our privacy policy contains the details

Our privacy policy can be found online <https://www.salvationarmy.org.au/privacy>. It includes information on how you may access and update the personal information we hold about you, the complaints process for a breach of the Australian Privacy Principles, and how we manage the complaints we receive.

### Our privacy office is here to help

We have a dedicated privacy office responsible for ensuring we adhere to our privacy policy. Their contact details are provided in the privacy policy and are available for our use.

### We only collect what we need

We collect personal information we believe is reasonably necessary to provide you with the services we offer. This includes information you provide to us on this form, any additional information you provide to our personnel verbally or otherwise, and any information we may need to collect about you from third parties on your behalf (if applicable).

### You consent to use for related purposes

By providing us with this personal information you also consent to our use or disclosure of this personal information for purposes related to the services we provide. Unless permitted or required by law, we will not use this information for any other purpose without your consent.

### Your signature acknowledges your understanding

By signing this form you:

- acknowledge you have read and understood the document;
- understand the reasons for the collection of your personal information;
- understand the ways in which your personal information may be used and disclosed;
- acknowledge you provide this personal information to The Salvation Army voluntarily;
- agree to the use and disclosure of your personal information as indicated here;
- acknowledge that the personal information you have provided to us is current.

### Let us know if your details change

You undertake to notify us as soon as practicable if this personal information is no longer current or if your consent for the collection and/or use of the personal information is withdrawn.

## Volunteer Agreement Confirmation

By signing this form, I confirm I have read and agreed to all terms as outlined in this Agreement.

Signature

Name

Date

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### Salvation Army Soldiers, please sign here:

I am a Soldier of The Salvation Army and as part of fulfilling ministry under my Soldier's Covenant, I will abide by the principles and practices of The Salvation Army as outlined in this Agreement.

Signature

Name

Date

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### Guardian Permission – To be completed for volunteers under 16 years of age

As parent/guardian, I give consent for the above applicant to be a mission volunteer with The Salvation Army.

Parent/Guardian Signature

Parent/Guardian Name

Parent/Guardian Relationship

Date

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### Record keeping for printed version:

**Manager of volunteer:** Scan/photograph and save this signed document and upload to the volunteer's Workday record: Profile > Personal > Documents > Add > Select file > choose 'Vol. Agreement' category. Give hardcopy to volunteer. If no access to scanner or image capture devices, store hardcopy in a secure/locked cabinet.

**Volunteer:** Retain copy of signed Agreement – either hardcopy or volunteer can scan/photograph to keep a digital copy.