

Specialists in **Creative** **Placemaking**

*Connecting People to People and People to Place*

Volunteer agreement

We are Interwoven Productions CIC, a community interest company registered in England and Wales with the company number 11076455 whose registered address is 8 Chard Road, Exeter, Devon, EX1 3AX.

This letter sets out what we can each reasonably expect from your volunteering role. Interwoven Productions CIC appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer role
   1. Your role as volunteer is set out in the attached volunteer role description and starts on:

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* 1. So that we can each get the most from the volunteering experience, we hope that you will usually be able to volunteer with us for at least:

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* 1. However, we are flexible about when you work so please let us know if you would prefer a different arrangement.
  2. We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, and to comply with our Data and Confidentiality Policy and the Bribery Act 2010. You can expect us to deal with you in accordance with our Equal Opportunities Policy.
  3. All volunteers are covered by Interwoven’s insurance policy whilst they are engaged in any work on Interwoven Production CIC’s behalf.

1. Induction and training
   1. We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.
2. Supervision and support
   1. Your main point of contact during your volunteering with us is the person named in the volunteer role description attached. You will have regular meetings with this person to agree targets for your volunteering role and discuss future development or any problems or complaints you may have.
   2. Please give your point of contact as much notice as possible if you are unable to volunteer when expected.
   3. We encourage volunteers to privately express their views to their point of contact about any matter concerning Interwoven Productions CIC and its work. This will assist us in maintaining a positive volunteer experience and enable us to continue valuable projects for the community.
3. Safeguarding
   1. Due to our extensive work within the community, we have developed and maintained high standards for safeguarding children, young people and vulnerable adults. Where necessary, we shall, at our own cost, perform and obtain an enhanced DBS check against you. Such checks shall be renewed every three years.
   2. You shall immediately notify us if you become aware of any reason your suitability to volunteer within the community is compromised or you become subject to any inquiry, investigation or proceeding that may lead to the loss of suitability. This may result in immediate termination of your volunteering role with Interwoven Productions CIC.
4. Expenses
   1. We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.
   2. We will reimburse reasonable expenses properly incurred. Expenses may include (but is not limited to) travel, mileage and accommodation in connection with Interwoven Production CIC’s business. Any attempt to claim expenses fraudulently may result in immediate termination of your volunteering role with Interwoven Productions CIC and (where necessary) legal action against you.
   3. Expenses will only be reimbursed if they are:
      1. authorised in advance, with the cost and supplier being made clear to Interwoven Productions CIC;
      2. submitted to your point of contact;
      3. submitted within 28 days of being incurred;
      4. supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips).
   4. Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank account.
5. Data Protection and Confidentiality
6. We are committed to making sure that privacy is protected. We do this by looking after personal information carefully and in accordance with our Data and Confidentiality Policy. Any conduct that does not correlate with our Data and Confidentiality Policy may result in immediate termination of your volunteering role with Interwoven Productions CIC.
   1. In the course of providing your volunteering services, you may have access to confidential information relating to Interwoven Productions CIC or our participants. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.
7. Intellectual Property

*“Intellectual Property Rights” means all patents, trade marks, copyrights and design rights (whether registered or not) and all applications for any of the foregoing, secret formulae and processes and all rights of confidence in the Know-How and all rights and forms of protection of a similar nature to any of the foregoing or having equivalent effect anywhere in the world whensoever and howsoever arising for the full term thereof and all renewals and extensions thereof which may arise in the course of or result directly or indirectly from the Squilometre technique/framework or Interwoven Production CICs work and dealings.*

* 1. All Intellectual Property Rights made available to you during your volunteering role shall belong to Interwoven Productions CIC, and you shall have no rights in respect of any Intellectual Property Rights.
  2. During your volunteering role, we will grant you a limited, non-exclusive, revocable license to use the Intellectual Property Rights to properly perform your volunteering role.

1. Leaving
   1. We ask that you give us as much notice as possible if you want to stop volunteering with us.
   2. You shall at your own expense within 30 days of cessation of your volunteering role return to Interwoven Productions CIC all materials relating to the *Squilometre* technique and Interwoven Productions CIC’s work.
   3. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.
   4. Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely,

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| .A picture containing linedrawing  Description automatically generated............................................................... |
| On behalf of Interwoven Productions CIC |
| I understand the contents of this letter and have been given a copy of:   1. the Interwoven Handbook; 2. the Volunteer Job Description; 3. our Data and Confidentiality Policy; 4. our Equal Opportunities Policy; 5. our Safeguarding Policy; 6. our Health and Safety Policy; and 7. Our Anti-Bribery Policy. |
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| Volunteer Name .....................................................  Volunteer Signature............................................... |
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| Date ........................................................ |