

Corporate Volunteer Agreement – Terms and Conditions

1. What you can expect when volunteering at Common Ground Project Limited

Common Ground Project Limited values its volunteers and we will endeavour to provide you with:

- a site induction
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a contact person, so that you have the opportunity to ask questions and get feedback

Neither Common Ground Project Limited or you intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor or consultant at Common Ground Project Limited.)

If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What Common Ground Project Limited asks of its volunteers

We ask that you:

- participate in all relevant induction and training programs
- only undertake duties you are asked to perform, and always operate under the direction and supervision of nominated staff
- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- behave appropriately and courteously to all staff, clients and the public in the course of your role
- use any property or equipment lent to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- comply with the law at all times
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

3. Contact information

Phone: (03) 5264 5082

Email: programs@commongroundproject.com.au

If you have any questions or concerns about volunteering with us, your health and safety, or if there is any assistance you need please contact the above persons as soon as possible.

4. Role description and details

Below is a list of potential tasks that you may be asked to undertake, not all tasks are listed.

- Weeding
- Planting
- Shovelling
- Raking
- Using a wheelbarrow
- Using hand tools
- Harvesting
- Walking
- Talking
- Laughing
- Smelling the flowers
- Eating the crops
- Catching chickens
- Collecting eggs

If at any time you do not feel safe or do not feel like you are up to the task requested of you please notify the contacts listed above.

Details of specific tasks and responsibilities will be provided to you at the time of the task being undertaken.

5. The health and safety of you and others

At Common Ground Project Limited volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

Under the OHS Act and other laws, Common Ground Project Limited has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you may have OHS duties too. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by Common Ground Project Limited
- to let Common Ground Project Limited know of any concerns you may have about safety and/or fitness in undertaking our role

- to cooperate with any reasonable policies and procedures of Common Ground Project Limited.

We ask you to please disclose any previous or prevalent injuries that may impact any tasks, particularly any heavy lifting/hard physical labour.

We will provide you with an induction, safety equipment and role training when you volunteer with our organisation. However, please do not hesitate to talk to your contact (named in item 4) at any time if you have any health and safety concerns.

Acknowledgement

This agreement is between Common Ground Project Limited, 675 Anglesea Road, Freshwater Creek, Victoria, 3217, ABN 78 632 729 634, and the below persons named in item 7.

This Agreement is valid from the time of your acknowledgement. Please agree by completing our Corporate Volunteering Agreement Form and tick the box to acknowledge that you have read, understand and agree to our terms and conditions. This contact can be cancelled at any time by either us or you.