**Volunteer Agreement**

**As a volunteer with NHS Orkney you can expect:**

* To be involved with an organisation that is dedicated to improving healthcare
* To have a greater say in how healthcare services are run and to ensure that the service on offer remains centred around patients needs
* To be in a supportive and positive environment that ensure you get the most out of your volunteering
* To be treated with respect and courtesy
* To receive a thorough induction programme and opportunities to undertake appropriate training
* To be treated fairly and equally irrespective of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background
* To have a named contact for support
* To receive relevant and up to date information and advice
* To be recognised and thanked for taking the time to volunteer
* To be reimbursed for any reasonable out-of-pocket expenses incurred in the course of your volunteering

**In return we ask that you:**

* Help to develop and support out aims and objectives via your volunteering duties
* Remember that you are a representative of NHS Orkney volunteers
* Are open and honest in your dealing with us
* Treat fellow volunteers and staff with courtesy and respect
* Let us know if, at any time, you wish to change the nature of your contribution
* Let us know if we can improve the service and support that your receive
* Understand NHS Orkney are not in any way obliged to provide you with volunteering tasks in the same manner that you are not obliged to perform such tasks
* Conduct your volunteering duties in line with overall principles of relevant NHS Orkney policies (Equality & Diversity, Capability, Grievance and Dignity at Work) and understand that you may be subject to investigation processes if there is failure to do so.

**Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**