



Please take the time to carefully read this document before signing and returning it to the relevant RSPCA Victoria representative.

As a new volunteer with the RSPCA Victoria, you are joining a highly valued and respected team of people. As a part of your commitment, there are certain rights and responsibilities you need to be aware of and abide by. If you have any queries about the agreement, please contact the Volunteer Engagement team at volunteer@rspcavic.org.au

A copy of this agreement will be provided for your records.

Please note:

- As stated on the application form volunteers must be aged over 15 years of age.
- The term Volunteer includes Foster Carers, for the purpose of this agreement

YOUR DETAILS

First Name

Preferred Name

Surname

Date of Birth

Emergency Contact 1

Name:

Emergency Contact 2

Name:

Contact Number:

Contact Number:

YOUR VOLUNTEER RIGHTS

As a volunteer, you have the right to:

- Be provided with sufficient orientation, training, and support for my role.
- Have an agreed role profile and roster (if applicable) for my role.
- Have access to RSPCA Victoria's Policies and Procedures that affect me, which are accessible via our intranet (Daisy) or printed copy upon request.
- Have access to feedback and grievance procedures.
- Have my personal information dealt with in a confidential manner in accordance with the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) and the Privacy and Data Protection Act 2014 (VIC).
- Be able to cancel my agreement to volunteer at any time.
- Be recognised and appreciated for my contribution.
- Have access to RSPCA Victoria support services, such as RSPCA Victoria's Employee and Volunteer Assistance Program.
- Work in a healthy and safe environment in accordance with the Occupational Health and Safety Act (2004).
- Work in of equal opportunity and free from discrimination, bullying and harassment and in accordance with the Equal Opportunity Act (2010).
- As a volunteer, I am covered by personal accident and public liability insurance whilst volunteering for RSPCA Victoria.

- As a foster carer, I am, while undertaking tasks specified in my role description, not covered by RSPCA Victoria insurance for any damage to my home or third parties caused by the animals.
- Be reimbursed, when pre-arranged and pre-approved by the relevant department manager or the Volunteer Engagement Manager, for out-of-pocket expenses incurred whilst volunteering for the RSPCA Victoria.
- Have access to some product and services discounts available through RSPCA Victoria.

As a volunteer, I agree to the following responsibilities and conditions:

- I understand that RSPCA Victoria has invested resources to support my volunteering and therefore, in order to contribute to the RSPCA Victoria's Vision and Purpose, I fully commit to volunteering for the agreed period of time applicable to my role.
- I agree to work within the guidelines contained in my role profile and will respect the supervision of RSPCA staff or supervising volunteers.
- I will read and comply with RSPCA Victoria Policies and Procedure and keep up to date with any amendments as advised. The relevant policies and procedures including but are not limited to:
 - Bullying and Harassment Policy
 - Confidential & Intellectual Property
 - Code of Conduct
 - Equal Employment Opportunity & Discrimination Policy
 - Employee and Volunteer Assistance Program Policy
 - Grievance Resolution Procedure
 - Information Systems Acceptable Use Policy
 - Media Policy & Guidelines
 - Social Media Policy
 - Vehicle Policy
 - Workplace Health & Safety (WHS) Policies & Procedures
- I agree to undertake any additional training required for my volunteer role upon request.
- I acknowledge that RSPCA Victoria may change or cancel its volunteer or foster program or my agreement as necessary. My registration does not constitute a continuing right to volunteer or to foster for the RSPCA or to be on RSPCA Victoria premises.
- I understand and agree that my hours of volunteering are at the discretion of RSPCA Victoria and subject to this agreement.
- I acknowledge that the tasks I undertake for RSPCA Victoria are done in a voluntary capacity and that no employment relationship exists between myself and RSPCA Victoria, therefore I will receive no remuneration for my volunteer service.
- I understand that RSPCA Victoria may use my personal information to verify my identity, to provide services to me, to assist me with my enquiries, to determine suitable voluntary work and roster details, to perform research and analysis, to market its services to me and to fulfil any legal obligations.
- I understand that if I am volunteering as a part of a government Volunteer Work Initiative such as Mutual Obligation Requirements, that RSPCA Victoria may be required to disclose personal information about my volunteering upon request to relevant government agencies to verify my volunteering participation.
- I understand and agree that, in my capacity as a RSPCA Victoria volunteer, I may come into contact with confidential and /or commercially sensitive information and that I will use all reasonable endeavours to protect this information from being disclosed to any person outside of RSPCA Victoria. I will not make copies, notes, or records of the confidential or commercially sensitive information and I will not divulge this information during or after my service has ended.
- I may create or see documents, plans, ideas, photographs and other data that is confidential and subject to Intellectual Property Rights (IP) and the ownership of any IP I create during my volunteer time with RSPCA Victoria will vest solely in RSPCA Victoria upon their creation.
- I have not been convicted of any criminal offence / animal cruelty in or outside of Australia. I agree to notify my supervisor should I be charged any criminal offence / animal cruelty.
- I have advised the RSPCA Victoria Volunteer Engagement team or my supervisor of health considerations (e.g. allergies, any medical/physical conditions or considerations) that may affect my ability to safely perform my role and sought medical advice prior to commencement of my role.

- I will produce proof of a current vaccinations (tetanus) obtained at my expense before commencing volunteering in an animal handling role with RSPCA Victoria as required for my volunteer role.
- I understand that immunisations are effective up to 10 years and this requirement is to ensure that RSPCA complies with the Code of Practice.
- I acknowledge that I am not covered by WorkCover insurance as I am not an employee.
- I understand that, in the event that I am an employee of RSPCA Victoria, as well as a volunteer, these terms apply in relation to my volunteer work and the terms of my employment contract apply to my work as an employee of RSPCA Victoria.

I have read and agree to the right, responsibilities and conditions as written in this document, and have had the opportunity to ask questions relevant to my role. I declare that all information I have provided is true and correct.

Volunteer Full Name

Volunteer Signature

Date

Parent / Guardian of Volunteer Signature
(if volunteer is below 18 years of age)

Date

Signature of RSPCA Victoria Representative

Date