

## **VOLUNTEER AGREEMENT**

June 2020

Dear Volunteer,

This letter sets out what we each can reasonably expect from your volunteering role at the International Society for Krishna Consciousness Bhaktivedanta Manor. We appreciate you volunteering with us and we are committed to providing volunteers with a supportive environment, and an enjoyable and rewarding spiritual experience. During the Coronavirus COVID-19 pandemic, we will take all measures necessary to protect your health, safety and wellbeing when you volunteer for us.

### **1. VOLUNTEER ROLE**

It is hoped that you will perform your volunteering role to the best of your ability and will comply with all our policies, procedures and standards. Details of our policies are found in our Employer Handbook and are available on request from our Human Resources Department. For ease of reference, we have summarised the key policies from the Employer Handbook for you and it is included with this letter. In return for your volunteering, we will provide you training (where required), insurance and deal with you in accordance with our equal opportunities policy.

### **2. INDUCTION AND TRAINING**

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.

### **3. SUPERVISION AND SUPPORT**

Your main point of contact during your volunteering with us is the Team Leader for your designated area. Where required and depending on the resources, you will have regular meetings to agree the services for your volunteering role and discuss any problems or complaints you may have.

Please give your Team Leader as much notice as possible if you are unable to volunteer when expected.

### **4. EXPENSES**

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Such payment is at the discretion of ISKCON BM.

## **5. INSURANCE**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

## **6. CONFIDENTIALITY**

6.1 In the course of providing your volunteering services, you may have access to Confidential Information relating to ISKCON Bhaktivedanta Manor to our donors, how we carry out our charitable work, and if you are carrying out health checks on visitors, you will have access to their health information. We expect you not to use or disclose this information to any person either during your volunteering with us or at any time afterwards.

6.2 The right to privacy is essential to ensure that there is trust and confidence in the organisation.

6.3 ISKCON Bhaktivedanta Manor recognises that the principle of confidentiality should extend to any information about the internal affairs of the organisation and should be adhered to by trustees, staff and volunteers.

6.4 Any volunteer has the right to expect that any information imparted by them will be used for the purpose for which it was given and should not be released to any other, inside or outside the organisation, without their consent.

6.5 This clause 6 will apply to, including but not limited to, all personnel records for staff and volunteers, donors including information obtained through recruitment procedures.

6.6 Breach of confidence is likely to result in ISKCON Bhaktivedanta Manor terminating your services and commencing legal action where it has grounds to do so.

## **7. LEAVING**

Depending on the role you perform, we ask that you give us as much notice as possible if you want to stop volunteering with us.

## **8. UNDER 18-YEAR-OLD VOLUNTEERS**

Under 18-year-olds shall not be allowed to volunteer during the Coronavirus COVID-19 pandemic.

## 9. VOLUNTEERING SAFELY

When you volunteer with us, you must:

- Be assessed as fit to Volunteer after completing the 'Screening Questionnaire' attached under Appendix 1 of this Agreement
- Read our risk assessments and be aware of the controls we have in place to reduce the transmission of COVID-19 and raise any concerns immediately with your Team Leader
- Strictly follow the guidance on hand washing and hygiene required of you
- Maintain 2m social distancing
- Comply with all our policies, procedures and instruction

## 10. DATA PROTECTION

We collect and process your personal data for the purpose of volunteering. We are committed to being transparent about how we collect and use that data in meeting our data protection obligations as a Data Controller.

Any health information we collect about you is limited to the information set out under Appendix 1 of this Agreement and will be processed for the purpose of determining whether you can volunteer with us during the COVID-19 Coronavirus pandemic.

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. Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely,



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Krishnapurna Devi Dasi  
Head of Volunteer Care Council  
ISKCON Bhaktivedanta Manor



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Gauri Das  
Managing Director  
ISKCON Bhaktivedanta Manor

**VOLUNTEER SIGNATURE/ CONFIRMATION**

**Sign here if you are over 18 years old\***

I have read and understand the contents of the Volunteer Agreement.

.....  
Signature

Print Name:

Address:

Date:

***\* Where it is not possible for you to sign and return this Agreement to the VCC, you may send a confirmation to: [volunteer@krishnatemple.com](mailto:volunteer@krishnatemple.com), stating that:***

- 1. you have read and understood the contents of the Volunteer Agreement;***
- 2. you are happy to volunteer according to the terms of the Volunteer Agreement; and***
- 3. you have answered 'no' to all questions on the Screening Questionnaire.***

## APPENDIX 1: SCREENING QUESTIONNAIRE

**In the interest of your safety and the safety of others you may come in contact with, please do NOT volunteer if you answer 'yes' to any of the following questions. If you answer 'no' to all questions and would like to volunteer with us, please send your confirmation to [volunteer@krishnatemple.com](mailto:volunteer@krishnatemple.com), along with your acceptance of the terms of the Volunteer Agreement.**

1. Have you been self-isolating (and following social distance and face-covering protocol when leaving your residence) for the past 14 days, alone or with others, all of whom also have been self-isolating?

2. Have you had any symptoms of COVID-19 in the past 14 days? Symptoms include:

- a new continuous cough
- a high temperature (37.8°C or above)
- a loss of, or change in, your normal sense of taste or smell

Further details can be found [here](#).

3. Have **you** or someone in your **household or close contact** has tested positive for COVID in the past 14 days.

4. Have **you** or someone in your **household or close contact** has travelled back home from abroad in the past 14 days?

5. Are you aged 70 or older (regardless of medical conditions)?

6. Are you pregnant?

7. Are you extremely clinically vulnerable to coronavirus and have been advised to shield? *Further details are available [here](#).*

8. Have you been diagnosed with any of the following below, where you are categorized at increased risk of severe disease from COVID-19:

- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets.
- Other immunodeficiency states, cancer and other chronic conditions.
- being seriously overweight (a body mass index (BMI) of 40 or above)

**Please note** - Despite our best endeavor, this checklist may not be all-inclusive. If in doubt about your fitness to volunteer, please consult your doctor.

If you have any concerns or questions about the above that you would like to discuss, please contact us on [volunteer@krishnatemple.com](mailto:volunteer@krishnatemple.com).