

Lower Hutt Volunteer Agreement

This agreement is between _____ (“Volunteer”)
and Kaibosh Charitable Trust (“Kaibosh”). It takes effect from ____/____/ 20__.

Position

You agree to carry out the tasks outlined in the Volunteer Job Description for your position. You agree that you do not expect to be remunerated for work performed as a Volunteer. It is accepted that Kaibosh can change these tasks, and will notify you of any changes.

Code of Conduct

- You agree to abide by and support Kaibosh’s philosophy, policies, and guidelines.
- While working as a Volunteer, you must act in the best interests of Kaibosh.
- Professional behaviour and attitude is required when you are dealing with food donors, charities, other volunteers, staff or contractors of Kaibosh. This includes treating all people you come across in the course of your voluntary work in a friendly and respectful manner.
- An appropriate / suitable standard of dress is required at all times.
- You agree to treat Kaibosh property with care and respect.

Training

You are required to attend relevant training and / or inductions offered by Kaibosh specific to your position.

Remuneration / benefits

You agree to work without financial reward. You will be provided with a safe and suitable working space, necessary equipment, and appropriate clothing / aprons if required. You will have use of the staff room / kitchen facilities. You will receive Kaibosh’s newsletter emails and invitations to relevant volunteer and Kaibosh events.

Volunteer responsibilities and behaviour

You agree to perform the responsibilities specific to your position in line with the Code of Conduct as outlined above. Kaibosh expects its volunteers to represent the organisation in a positive light – teamwork and treating others with respect is equally as important as performing your volunteer tasks.

Staff and volunteer food policy

All food donated to Kaibosh is used exclusively for redistribution to recipient community groups. Staff and volunteers are not to take food for their personal use unless explicitly gifted it by a food donor. If you are in need of food assistance, please contact the Volunteer Manager who will connect you with a service that can help.

Communication

Kaibosh communicates with its volunteers via email and text message. You agree to supply both a current email address and mobile number that Kaibosh can directly and reliably contact you on.

Absences

Sickness

Due to food safety requirements, you must not handle food while sick. If you are sick and have a rostered shift coming up, you agree to notify the Volunteer Manager as soon as possible so cover can be organised.

Other commitments

Kaibosh appreciates that you volunteer your time and will do our best to be flexible if you have another commitment that comes up, e.g. special occasions, travelling out of town. In such a case, you agree to notify the Volunteer Manager as soon as possible so that cover or a shift swap can be arranged. If you become aware that other commitments will affect your availability for regular rostered shifts, you agree to discuss this with the Volunteer Manager as soon as possible.

Notification of absences

You agree to notify the Volunteer Manager at least 3 working days in advance if you are not available to attend a rostered shift. Missing shifts without notice means your team members have to carry your workload. Teamwork is of key importance at Kaibosh and we treat unnotified absences seriously.

If you are absent from a volunteer shift without explanation, the Volunteer Manager will contact you to follow up. If you do not reply and / or if you continue to miss volunteer shifts without explanation, Kaibosh reserves the right to terminate this agreement.

Confidentiality

Where you have access to confidential information you will not, without proper written authority during the continuation of your volunteer work, or after its termination, disclose to other persons, organisations, or make use of for your own benefit, any confidential information relating to Kaibosh. Confidential information includes items such as volunteer personnel records and food volume information.

Proprietary Rights

Unless prior written agreement is obtained from Kaibosh, copyright and similar proprietary rights in all duties undertaken and work done as a Volunteer with Kaibosh will belong to Kaibosh.

Safety

You are required to be proactive in taking all reasonable practical steps to ensure the safety of yourself and others affected by your work, and to cooperate fully with management in implementing the Kaibosh's health and food safety procedures.

Smoke-free

Kaibosh has a smoke-free work environment. It is a condition of the Volunteer Agreement that this provision is accepted.

Security

You accept that at all times the Kaibosh property under your care must be safeguarded against any loss or misuse. You will ensure that all reasonable precautions are taken to protect Kaibosh property and keep it secure or locked. If you are provided with security access into Kaibosh's office, you must not share the security access details with any other person unless they are also current Volunteers or are Kaibosh staff.

Resolution of matters of concern / problems

You can raise matters with the Volunteer Manager. If the matter is not resolved to the satisfaction of either party, you can contact the General Manager.

Wellington

foodrescue@kaibosh.org.nz | 04 385 0825
25D Tennyson Street, Te Aro, Wellington 6011

Lower Hutt

lowerhutt@kaibosh.org.nz | 04 589 1015
33 Dudley Street, Hutt Central, Lower Hutt 5010

www.kaibosh.org.nz

www.facebook.com/kaibosh.NZ | twitter.com/Kaibosh_NZ
PO Box 9264, Marion Square, Wellington 6141

Ending the agreement

Should you wish to resign from your Volunteer position, you are required to give at least one week's notice in writing to Kaibosh and provide feedback via an informal exit interview.

Kaibosh's commitment

- Kaibosh will provide relevant information about the organisation, orientation, training, and when required, support and supervision.
 - Kaibosh will provide a safe working environment.
 - Kaibosh will provide opportunities for Volunteer input into organisational planning, operations and evaluation.
 - Kaibosh will acknowledge and recognise the contribution of volunteers to the organisation.
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Volunteer Declaration

I declare that before signing this agreement I was supplied with a copy of it, and other supporting documents. I have read and understand the conditions above, and accept them fully.

Volunteer Name (printed): _____ Date: / / 20

Signature:

Signed on behalf of Kaibosh Charitable Trust:

Manager Name (printed): _____ Date: / / 20

Signature: