



<b>Women's Engineering Society Volunteer Agreement</b>	
Date originated:	June 2012
Date of approval by Council:	
Equality Impact Assessment form completed:	
Date of last review:	<b>July 2016</b>
Owned by:	Dawn Bonfield

Volunteers are an important and valued part of the Women's Engineering Society. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

**We, the Women's Engineering Society, will do our best:**

- to introduce you to how the organisation works and your role in it
- to provide as much help as we can with the resources we have available
- to provide regular communication with a main point of contact so that you can feedback your work to us and get help and support from us. Your WES point of contact is Cath Heslop at [info@wes.org.uk](mailto:info@wes.org.uk) and 01438 765506
- to respect your skills, dignity and individual wishes and to do our best to meet them
- to reimburse your pre-authorised travel costs (please bear in mind that travel expenses should be kept to a minimum)
- to consult with you and keep you informed of possible changes to WES and your work within it
- to insure you against injury according to our employers and public liability insurance policy\*
- to provide a safe workplace
- to apply our equal opportunities policy to all volunteers
- to apply our Complaints and Standards Policy if there are any problems
- to provide you with the appropriate training and support for your role
- to inform you of changes to policies or procedures that affect your role within WES

*\*We recommend that all volunteers are members of WES. Please join WES at [www.wes.org.uk/join](http://www.wes.org.uk/join).*

WES policies can be found at [www.wes.org.uk/policies](http://www.wes.org.uk/policies).

**I, as a WES volunteer, agree to do my best:**

- to consider my own personal safety and wellbeing, and the safety of those I am working with above all other priorities, and to carry out risk assessments to ensure that the work I do is safe for me and those I am working with

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- to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- to follow WES's rules, policies and procedures, including Health and Safety, Data Protection, Equal Opportunities, Safeguarding and Confidentiality Policy [www.wes.org.uk/policies](http://www.wes.org.uk/policies)
- to ensure that I keep the WES team informed of my volunteering activities

Signed:



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Dawn Bonfield, for and on behalf of the Society

SIGNED:

.....  
(Name of volunteer)