

VOLUNTEER COMMITMENT FORM

As a volunteer, you have the right to:

- work in a healthy and safe environment
- be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- be adequately covered by insurance
- be given accurate and truthful information about the organisation
- be reimbursed for out-of-pocket expenses associated directly with their volunteering activity
- not fill a position previously held by a paid worker
- not do the work of paid staff during industrial disputes
- have a statement of duties and agreed working hours
- have access to a grievance procedure
- be provided with orientation to the organization
- have your confidential and personal information dealt with in accordance with the principles of the *Privacy Act 1988* and the *Personal Information Protection Act 2004*
- be provided with sufficient training to do your work.

You are expected to:

- maintain the dignity, good reputation and standards of the LINC Tasmania, at all times
- treat as confidential information about individual clients or patrons, which may be accessed during your work, without the consent of the individual concerned or which is closed to public access
- report punctually for your rostered shift or advise your supervisor as soon as possible that you are unable to attend
- report to your co-ordinator any conflict of interest between outside employment and your volunteer work, (for example you may have a financial interest in, or be a friend of a person involved with, a company tendering or quoting for the supply of goods or services to LINC Tasmania)
- seek assistance from your coordinator if your assigned tasks exceed your level of experience and ask for clarification when you are unclear about your responsibilities
- work constructively and co-operatively with paid staff and volunteers
- act in a manner that doesn't disturb clients, other volunteers or staff
- adhere to any relevant security and access procedures
- be receptive to performance appraisal, advice and feedback
- provide notice of resignation where possible.

I have read, understood and agree to comply with this information.

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| Volunteer Name: | Signature: | Date: |
| Volunteer Coordinator Name: | Signature: | Date: |