

## Volunteer Agreement

Thank you very much for joining Monique Ryan's team. We really appreciate your help in supporting Monique's campaign to become the next member for Kooyong.

Monique and her campaign organisation, Kooyong Independent Limited, wants to ensure that you have an enjoyable and positive experience as a volunteer. Our team encourages open and respectful communication, equality, inclusion and fun.

This Volunteer Agreement outlines our mutual commitments and standards of behaviour. We want to ensure that all volunteers understand standards of behaviour and expectations while supporting the Monique Ryan campaign. This Agreement does not create an employment or contractor relationship between you and Kooyong Independent Ltd and it may be cancelled at any time by either of us.

All duties are on a voluntary basis and I understand I will not receive remuneration or payment for this work. Monique Ryan and Kooyong Independent Ltd value our volunteers and we will endeavour to provide you with:

- Induction and training necessary for the volunteer role
- a safe environment for you to volunteer
- respect for your privacy, including keeping your private information confidential
- insurance to cover you for the volunteer duties you are authorised to perform.

In return, you agree that in the course of my involvement with the Monique Ryan campaign, you will:

- Be your best self, be positive and respectful and act in the best interest of Monique's campaign to win the seat of Kooyong.
- Treat everyone, including your fellow volunteers, the communities we work in, those we disagree with, and the physical spaces in which we work, with generosity and respect.
- Be welcoming and inclusive.

In your volunteer role, we require you to:

- agree to participate in an induction program
- only undertake duties that you are authorised to perform, and follow reasonable directions and instructions that you are given
- use any property or equipment given to you safely and only for the purpose of volunteering and return it to the organisation when you finish

- behave appropriately and courteously to all staff and the public in the course of my role
- comply with the law at all times
- treat personal information in accordance with legal obligations regarding privacy
- seek to swiftly resolve issues in the event of a conflict
- inform the Campaign Operations Manager (Ms Tamar Simons) in writing via [info@kooyongindependents.org](mailto:info@kooyongindependents.org) with 'Attention Tamar' in the subject line, in any circumstances where I have concerns. I understand that matters of this nature will be treated as confidential.

### **Health and Safety**

Monique Ryan and KI prioritize volunteer safety, and the safety of everyone who is involved in our campaign.

As a volunteer you are required to:

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by Kooyong Independent Ltd
- notify the Campaign Operations Manager, Tamar Simons, of any health and safety issues or potentially hazardous situations that may pose a risk to yourself or others, and report any accidents or incidents relating to staff, volunteers or the location
- notify Kooyong Independent Limited of any concerns you may have about safety and/or fitness in undertaking our role, and
- co-operate with any reasonable policies and procedures of Kooyong Independent Limited Ltd.

### **COVID-19 and workplace safety**

When carrying out your volunteer activities, you agree to comply with COVID-19 public health orders, Government public health guidelines, all laws and reasonable directions from Monique Ryan campaign staff, campaign supervisors or volunteer supervisors concerning workplace and COVID-19 safety. These directions may change quickly and we all need to be ready to adapt.

We require you to be fully vaccinated for any volunteer activities where you could come into contact with the public or other volunteers or staff, such as – but not limited to – handing out flyers, attending events or undertaking office duties at the Campaign Offices. We may request proof of vaccination.

You should not attend any activity if you have symptoms of COVID-19 and clearly should not attend if you have tested positive to COVID-19 and not been cleared by the relevant authority, or are otherwise required to isolate.

If you are not fully vaccinated, there are other opportunities to volunteer, such as letter writing and social media. If in doubt, please discuss your personal situation with us.

If at any time you are uncomfortable with carrying out any volunteer activity that is assigned to you, including due to any risk associated with COVID-19, please do not hesitate to reach out to any KI staff or volunteer supervisors, and we will do our best to accommodate you.

### **Insurance**

We are committed to providing adequate insurance cover for volunteers while carrying out volunteering roles that have been approved and authorised by us.

Kooyong Independent Limited Ltd maintains Voluntary Workers Accident Insurance and Public & Products Liability Insurance. Insured persons include all voluntary workers of the insured aged under 90 years.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities
- where loss results from self-inflicted injury, the use of alcohol or drugs, mental illness, pregnancy and childbirth or a pre-existing condition.

There are also limitations on some benefits. If you would like to view a full copy of the full insurance policy, please contact us via [info@moniqueran.com.au](mailto:info@moniqueran.com.au).

### **Intellectual Property and Confidential Information**

All volunteers for Kooyong Independent Limited Ltd agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Kooyong Independent Limited Ltd to Kooyong Independent Limited Ltd.

Volunteers consent to the use by Kooyong Independent Limited of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

You may be given access to Kooyong Independent Limited Confidential Information in the course of your volunteering. Confidential Information includes the personal information of other volunteers, information about the campaign strategy and any other information identified as confidential or which is by its nature confidential. You agree not to use or disclose any Confidential Information for any purpose other than the proper discharge of your duties as a volunteer of Kooyong Independent Limited.

### **Photo Consent**

If you pose for a photo or video while carrying out your volunteer activities, you agree with it being used for the purposes of marketing and promoting Monique Ryan's campaign for the seat of Kooyong. This may include the use of your image in printed and digital marketing and on social media platforms.

KI does not tolerate

- a. Any language or behaviour that discriminates against another person based on their race, gender, sexual orientation, disability, age, religion, or any other form of discrimination.
- b. Disrespectful conduct toward political opponents.
- c. Harassment and/or bullying.
- d. Intentional misuse of Kooyong Independent data and privacy information

The consumption of alcohol at Monique Ryan campaign events including meetings, must be done responsibly.

If I do not uphold this code of conduct, Kooyong Independent Ltd may, at its sole discretion, suspend or terminate my role in the Monique Ryan campaign and may prohibit me from actively participating in campaign activities and events.

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Name

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Signature

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Date