



Volunteer Agreement

Terms & Conditions

Dear Volunteer, welcome to Project Blue World Foundation as a Volunteer. We look forward to achieving many successes together. Details of Volunteer role to be managed as per this agreement and the job description.

NOW THEREFORE in consideration of the mutual covenants of the parties set forth in this Agreement and other good and valuable consideration, the '**Organization**' (Project Blue World Foundation) and '**Volunteer**' (Individual Volunteering) agree as follows:

1. **VOLUNTEER** – Individual that provides labour hours, professional or technical services to the Organization.
2. **COMPLIANCE** –The Organization and Volunteer will comply with terms and conditions of this agreement.
3. **TERM** – This agreement will become effective on the date of the onboarding meeting with the Organization and will continue indefinitely unless terminated earlier by mutual agreement.
4. **VOLUNTEER HOURS & DUTIES**–The Volunteer confirms is credentialed and experienced, agrees to enter in Volunteer Agreement to provide labour hours to the Organization as agreed to in onboarding meeting with duties as described in Job Description. Hours and duties may be adjusted throughout the life of the agreement as mutually agreeable to the Organization and the Volunteer. The Volunteer confirms to be organized and provide services as a professional. Organized shall include connectivity and consistent branding on social media, professional and safe practices as required for the service performed. The Volunteer agrees to notify their supervisor or team leader as soon as possible if they are unable to fulfil their agreed time commitment
5. **JOB DESCRIPTION**–The Volunteer agrees to perform work, tasks, duties, and will carry out role and responsibility as per the Job Description provided by the Organization for the role to be performed.
6. **SUPERVISION & SUPPORT** – The Volunteer will report to the Organization or other Volunteer representative such as their team leader as identified and introduced by the Organization to receive guidance, support and regular feedback.
7. **RESOURCES & TRAINING** –The Organization may will provide the Volunteer with necessary training and information to perform their role effectively. Should more training and information be required the Volunteer will ask their assigned supervisor or team leader for support. Should they not receive adequate support the Volunteer is to ask another Organization executive or program team leader or mentor as is available. The Volunteer will provide own resources, equipment, tools, computer, supplies, work wear and any other resources unless otherwise arranged and approved by the Company.
8. **PAYMENT**– The Volunteer provides hours for no fee, no funds are paid from the Organization for service provided by the Volunteer.
9. **EXPENSES** – There is no reimbursement of expenses unless prior approval has been received from the Company.
10. **RELEASE OF PERSONAL INFORMATION** –The Volunteer agrees to publication of personal information or images. The Organization may announce Volunteers name and list Volunteers name and or image during public and private presentations, online in social media, press releases or at conferences, markets, trade shows or other events. The Organization attends many events and posts many publications, the Organization is not required to notify the Volunteer of each event or publication as it occurs. (Note, not all volunteers are publicised, many work in professional or technical support and role does not require forward facing publication. If you have special requirement for confidential volunteer services arrangements, you must request confidentiality in your onboarding interview.
11. **SAFE PRACTICES**–The Volunteer and the Organization will practice professional and safe practices as required.
12. **AUTONOMY** – The supplier will work autonomously within the direction of the Company, working within working time, methods, and decision making as agreed to with the company.
13. **VOLUNTEER REPRESENTATIONS AND WARRANTIES** – The Volunteer represents and warrants that it has full authority to enter into this agreement and warrants that the Volunteer's service provided to the Organization does not infringe on any other agreements.
14. **PERFORMANCE STANDARDS** –The Volunteer will perform these tasks to the best of their ability and in accordance with the Organization's policies, procedures and any lawful instructions from the Organization and regulations per Manitoba and Canada, also by industry and region work is performed.
15. **EVIDENCE OF WORK LETTER**–The Organization shall provide the Volunteer a 'Evidence of Work Letter' upon completion or at intervals during the work process. The letter will provide details of role and responsibilities and hours worked for the Organization for use as evidence of work providing work performed to best of volunteer's ability within reason. The Organization holds right of refusal for providing Evidence of Work Letter if Volunteer breaches any terms, behaves in misconduct or does not perform the role as per job description.
16. **ADJUSTMENT, RENEWAL OR CLOSURE**– This Agreement may be adjusted or renewed by written agreement of the parties, on terms as the parties so agree. Notice of termination t
17. o be provided by either party by email or other communication. The Company appreciates Volunteer's to provide notice and work with the Organization to transfer knowledge and information, or to hand off tasks and duties. Volunteer will be notified of any role changes, closures or any violations as changes occur, violation or other misconduct may result in withholding of Evidence of Work Letter and or termination of agreement.
18. **CONFIDENTIALITY** - Each of the Organization and the Volunteer may disclose to the other information it considers confidential to facilitate the Service and ensure confidentiality to be carried out as per contract requirements. The Organization will hold Confidential all information relating to the business of the Volunteer which would reasonably be considered to be proprietary to the Volunteer, its team, suppliers and any beneficiaries of the service.
19. **INTELLECTUAL PROPERTY** – All intellectual property and related material that is developed or produced under this Agreement shall be the sole property of the Client.
20. **WAIVER & RELEASE OF LIABILITY** – The volunteer release forever discharges and holds the Company harmless from any or all liabilities, claims and demands of whatever kind or nature, which arise from the services provided by the volunteer to the Company. The volunteer understands that this release discharges the Company from any liability or claim from the volunteer in the event of any bodily injury, illness, death or property damages that may arise while performing volunteer duties.
21. **GOVERNING LAW** - This Agreement will be governed by, and interpreted in accordance with, the laws in force in the Province of Manitoba, and the parties expressly attorn to the exclusive jurisdiction of the courts of Manitoba for enforcement thereof. The Organization and Volunteer will validate and work to execute all services within regulations and laws in all countries and regions that work exists.