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VOLUNTEER AGREEMENT

This agreement is made between the following parties:

Peter Moss Leukaemia MedTech Research CIC

(Herein after referred to as “the Organization”)

And

_____

Print name

(Herein after referred to as "the Volunteer")

Section 1. Nature of Agreement

The position of Volunteer Deep Learning Engineer (Natural Language Understanding) at the Organization is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work - neither the Organization or the Volunteer intend any employment or contractual relationship to be created i.e. you are not an employee, independent contractor or consultant at the Organization. If this changes at any time, and there is a possibility that you might undertake paid work for the Organisation or be involved in vocational training, the Organization will discuss this with you and document the arrangement in a formal employment contract, contract for services or other arrangement.

Section 2. What You Can Expect When Volunteering at the Organization

The Organization values its volunteers and will endeavour to provide you with:

- Description, written or verbal, of your position so you understand your role and the tasks you’re authorized to do.
- Orientation and all the training necessary for the volunteer position.
- Respect for your privacy, including keeping your private information confidential.
- A supervisor, so that you have the opportunity to ask questions and get feedback.
- A friendly online working environment where you can work with co-collaborators.
- Opportunities to promote your work at online or in-person events.
- Promotion of your work through the Organization social media channels.
- Certificates of appreciation and references on request.

Section 3. Benefits Of Volunteering

Below are some benefits volunteers obtain:

- Being involved in meaningful work for the greater good.
- The potential to make a positive difference to the lives of others.
- Enhancing personal development.
- Increase your social and relationship skills.
- Building confidence.
- Gaining valuable work experience.
- Learning new skills.
- Feeling valued.
- Being a part of a team.
- Meeting new people and making new friends.
- Being involved in something bigger than yourself and giving you a close connection to a wider community.

Section 4. What the Organization Expects From its Volunteers

In addition to the Volunteer Terms found in section 6, the Organization expects that all Volunteers will:

- Comply with rules and give the same attention and pride to duties and responsibilities that they would if they were employed.
- Support the Organization’s goals and social objectives and do everything in their power to promote and achieve them.
- Participate in all orientation and training programs.
- Only undertake duties they’re authorized to carry out and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions.
- Understand and comply with the Organization’s policies and procedures.
- Respect the confidentiality of the Organization, its employees, volunteers and customers.
- Behave appropriately and courteously to all staff, students and any other party or parties the Organization has relations with.
- Be open and honest in all their dealings with the Organization.
- Be punctual and reliable and inform their supervisor of any absences or vacations.
- Be accountable.
- Comply with laws at all times.

Section 5. Contact Person or Supervisor

Your supervisor at the Organization will be Adam Milton-Barker. If you have any questions or require assistance regarding your role in the Organization, please contact this person as soon as possible

Section 6. Volunteer Terms

Volunteers must understand and accept the following terms:

- Successful applicants will start with a one month trial period, following which the volunteer will be considered a permanent volunteer.
- Volunteers must play an active role in the organization research projects.
- Volunteers must commit to a minimum of 2 hours a week to contribute to the organization according to their position responsibilities.
- Volunteers must use the organization's online system to carry out their responsibilities and interact with their team.
- Volunteers must log their work using the organization's time tracking system and provide regular updates using the tasks comments system.
- Volunteers must respond to notifications related to tasks, meetings, announcments, and other form of communication from the organization and its volunteers within 72 hours. In the case the communication is tagged as urgent, the volunteer must respond within 24 hours.
- If a volunteer commits to a deadline, they must ensure that the deadline is met. If a volunteer cannot complete on time they should inform their co-collaborators and team leaders in a timely manner using the system.
- Volunteers are required to work as a team and support their co-collaborators in a friendly and respectful manner.
- Volunteers are accountable for their commitments, tasks and actions.
- Volunteers must understand that not keeping their commitments negatively affects the organization and its volunteers.
- Volunteers are required to follow the organizations official procedures, training will be provided and volunteers are expected to ensure that they attend the training meetings.
- Volunteers are required to attend the volunteer meetings each week which will last one hour. Volunteers may only be excused for exceptional circumstances and must provide a minimum of a weeks notice. Volunteers should understand in some circumstances the meetings may last for longer than one hour.
- If a volunteer is unable to complete their weekly time commitments, the time must be caught up the following week.
- Volunteers will be expected to support the organization's social media pages, help to promote the work we do, help build our online communities and gain reach.
- Volunteers will be removed from "active Volunteer status" if the terms of this agreement are not upheld. Return to active status will be at the discretion of the volunteer coordinator.
- Volunteers will be permanently removed from their position if the Organization has to remind them that they have not complied with the terms of this agreement 3 times.
- Volunteers are able to request time away from their duties as a Volunteer by providing adequate written notice to the volunteer coordinator, and ensuring that any projects that they are working on are handed to one of their co-collaborators to avoid delays on completion.

Volunteers terms are subject to change.

This Agreement shall become effective on approval of the Organization.

Section 7. Acknowledgement

In consideration of my engagement as a Volunteer Deep Learning Engineer (Natural Language Understanding) with the Organization, I hereby acknowledge receipt of this agreement and accept the position of Volunteer, along with the terms set out in this document.

I hereby release and agree to indemnify and hold harmless the Organization and its officers, employees and agents from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my activities or performance of my volunteer work.

Volunteer Name (Print)	Volunteer Signature	Date
Organization Director Name (Print)	Director Signature	Date