



## Volunteer Agreement

The Maritime Archaeology Trust (MAT) recognises the significant and valuable role that volunteers have in the implementation of our activities. We hope that you enjoy volunteering with us and feel part of our team.

Volunteering should be a worthwhile and rewarding experience for volunteers. Staff and Trustees of the Maritime Archaeology Trust will work hard to ensure that volunteering with the Trust is a positive experience with mutual benefit for volunteers and the Trust. We do not use volunteers in place of paid staff.

The Maritime Archaeology Trust Volunteer Policy has been produced with reference to Volunteering England's advice and guidance and is reviewed and updated on an annual basis and when internal/external factors dictate.

This Volunteer 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'd like to make any changes and we will do our best to accommodate this.

The intention of this agreement is to assure you of our appreciation of your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one. **It is not a contract of employment.**

### ***Part 1: Maritime Archaeology Trust***

#### **We commit to the following:-**

##### **Induction and training**

To provide an induction on the work of the Maritime Archaeology Trust, its volunteers and your volunteering role and training necessary to assist you in meeting the responsibilities of your volunteer role.

##### **Supervision, support and flexibility**

To define appropriate standards in relation to our services, to communicate them to you and to encourage and support you to achieve and maintain them as part of your voluntary work.

The Volunteer Coordinators are available to discuss your volunteering and any associated problems. These are:

Jasmine Noble-Shelley: [jns@maritimearchaeologytrust.org](mailto:jns@maritimearchaeologytrust.org)

Greta Clarke: [greta.clarke@maritimearchaeologytrust.org](mailto:greta.clarke@maritimearchaeologytrust.org)

We will do our best to develop your volunteering role with us and be flexible in how we use your volunteering.



Standard office-based volunteering hours, for office-based activity are 10am – 3.30pm. We ask all volunteers to work within these hours, so that MAT staff are able to provide adequate supervision and support in conjunction with other duties and commitments.

With increasing 'remote' volunteering from home, we will endeavor to acknowledge all communication within 48 hours of receipt (Monday – Friday), and respond to content within a reasonable time period. MAT staff will generally cover electronic communication within core hours of 9.30 – 4.30.

## **Expenses**

To reimburse the following out-of-pocket expenses incurred by you whilst volunteering;

*Travel:* to and from home to Maritime Archaeology Trust offices or other place for the purpose of your volunteering. For fuel costs we can reimburse against receipts towards the full or part of the receipt total to cover miles travelled. Alternatively, reimbursement of public transport costs will be made on production of relevant ticket or receipt.

*Lunch/refreshments:* Tea/Coffee are provided at the Maritime Archaeology Trust offices. If volunteering for the whole day, reasonable lunch expenses up to £5 can be reimbursed on production of relevant receipts.

Please ensure you complete the electronic expenses claim form. A 'How to claim expenses' guide will be emailed to you.

## **Health and safety**

To provide adequate training and feedback in support of our health and safety policy. To provide a safe workplace.

## **Insurance**

To provide appropriate public liability insurance cover for all volunteers whilst they are engaged in a volunteer activity with us.

## **Equal opportunities and diversity**

To ensure that all volunteers are dealt with in accordance with our equal opportunities and diversity policy.

## **Problems**

To endeavor to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us. In the event of an unresolved problem, to offer an opportunity to discuss the issues.

## **Probationary period**

The volunteer will have a one month probationary period after which the volunteer and the Maritime Archaeology Trust Volunteer Coordinator will meet to discuss the period and decide whether both

parties wish to continue with the arrangement, to terminate the arrangement or have issues that need addressing.



## **Part 2: The volunteer**

I, the volunteer, agree to be a volunteer with the Maritime Archaeology Trust and commit to the following:

- a) To help the Maritime Archaeology Trust to fulfill its services.
- b) To perform my voluntary role to the best of my ability.
- c) To adhere to the organisation's rules, procedures and standards, including health and safety procedures and equal opportunities policy in relation to its staff, volunteers and service users.
- d) To maintain confidential information of the organisation and its service users (see confidentiality agreement).
- e) To meet time commitments and standards undertaken other than in exceptional circumstances and to give reasonable notice of absence so that other arrangements can be made.
- f) To provide referees who may be contacted.



### **Part 3: Deed of Assignment of Copyright**

Volunteers like you help the Maritime Archaeology Trust further our research, education and outreach programmes and work towards creating new resources. In order for your Work to be used fully for Maritime Archaeology Trust purposes, we ask you to sign this deed of assignment.

‘Work’ is defined as anything you create or invent during your time as a volunteer at the Maritime Archaeology Trust, including any work you created or invented at the Maritime Archaeology Trust before signing this deed.

I hereby fully and permanently transfer to the Trustees of the Maritime Archaeology Trust all copyright and rights in the nature of copyright in my Work. I understand I may still make use of such Work for my own non-commercial research or private study. In addition, I consent for my Work to be edited, adapted or altered by the Maritime Archaeology Trust and I understand that the Maritime Archaeology Trust may not always be able to credit me in any reproductions or use of the Work.

This agreement shall be governed by and is subject to English and Welsh law and the parties agree to accept the exclusive jurisdiction of the Courts of England and Wales.

*The personal data on this form will be used by the Maritime Archaeology Trust for the sole purpose of managing copyright. It will not be passed to a third party without your permission. All data will be held in strict compliance under the UK General Data Protection Regulation and the Data Protection Act 2018.*