

Volunteer Agreement

The Maritime Archaeology Trust (MAT) recognises the significant and valuable role that volunteers play in delivering 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 MAT will work hard to ensure that volunteering with us is a positive experience with mutual benefit for volunteers and the Trust. We do not use volunteers in place of paid staff.

The MAT Volunteer Policy has been produced with reference to the National Council for Volunteering Organisations (NCVO) advice and guidance and is reviewed and updated on a regular 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 in relation to your volunteer experience 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 MAT, 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 work, to communicate them to you and to encourage and support you to achieve and maintain them as part of your voluntary work.

Staff are available to discuss your volunteering and any associated problems.

We will do our best to develop your volunteering role with us and be flexible in accommodating special interests and circumstances.

Standard hours, for office-based volunteering 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. Some specific activities may fall outside of standard hours; in such instances, we will make arrangements with you on a case-by-case basis.

With increasing 'remote' volunteering from home, we will endeavour 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: MAT may be able to reimburse you for out-of-pocket expenses incurred by you whilst volunteering, particularly if this is a barrier to you becoming involved with us. Staff can advise what support might be available towards travel and lunch/ refreshments. This will require the completion of an electronic expenses form accompanied by receipts.

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 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 endeavour 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.

Part 2: The volunteer

As a volunteer with the Maritime Archaeology Trust I agree:

- a) To help the Maritime Archaeology Trust to fulfil its charitable objectives.
- 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) If requested, to provide referees who may be contacted.

Photo and Data Consent

Photos, audio and video showing project work in progress are often used in printed and electronic project materials.

MAT assume that you are happy to appear in any photos/video/ audio and to be named in accompanying text.

If you do not wish to either appear in photographs/ video/ audio or be named in text please ensure that you let a member of staff know.

Part 3: Deed of Assignment of Copyright

Volunteers like you help MAT further our research, education and outreach programmes and work towards creating new resources. In order for your work to be used fully for MAT 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 MAT, including any work you created or invented at MAT 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 will endeavour to credit me in any reproductions or use of the Work, but this may not be possible in some circumstances.

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.

I have read and understood the terms of this Deed of Assignment

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.