

Code Your Future  
106 Oxley Close  
London, SE1 5HP

# Volunteer Agreement

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Dear \_\_\_\_\_,

## Volunteer Agreement

This letter sets out what we can each reasonably expect from your volunteering role within Code Your Future. Code Your Future appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

### 1. VOLUNTEER ROLE

Your role as volunteer is set out in the volunteer role description on our Docs page <https://docs.codeyourfuture.io/teams/teams> and starts on the day you sign this agreement. We hope that you will usually be able to volunteer with us for at least 3 months so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of drawing up a rota] so please let us know if you would prefer a different arrangement.

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, and to comply with our data protection policy, our anti-bribery policy and procedures. You can expect us to deal with you in accordance with our equal opportunities policy. You can find further information in regards to our policies here <https://codeyourfuture.io/governance/>

You can view our Code of Conduct here



<https://codeyourfuture.io/about/code-of-conduct/>.

Volunteers must never, directly or through other third parties, offer, or promise or receive any personal or improper advantage in order to obtain or retain a business or other advantage from a third party. Volunteers must not pay or receive bribes or kickbacks and shall not take any actions to violate any applicable anti-bribery laws and regulations (including the UK Bribery Act).

<https://docs.codeyourfuture.io/organisation/agreements-and-rules/anti-bribery-and-anti-corruption-policy>

## **2. INDUCTION AND TRAINING**

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

## **3. SUPERVISION AND SUPPORT**

Your main point of contact during your onboarding volunteering process is Aaishah Khan. After that, you will have regular meetings with your city coordinator to agree targets for your volunteering role and discuss any problems or complaints you may have.

City coordinators:

- London (UK): Liliana Bermudes [liliana@codeyourfuture.io](mailto:liliana@codeyourfuture.io)
- West Midlands (UK): Claire Bickley [claire@codeyourfuture.io](mailto:claire@codeyourfuture.io)
- Scotland (UK): Gianluca Palombo [gianluca@codeyourfuture.io](mailto:gianluca@codeyourfuture.io)
- North-West (UK): Barnaby Dathan [barnaby@codeyourfuture.io](mailto:barnaby@codeyourfuture.io)
- Cape Town (SA): Lana Franks [lane@codeyourfuture.io](mailto:lane@codeyourfuture.io)
- Hebron and Gaza (PS): Nour Abu Ghaith [mena.cyf@menaalliances.com](mailto:mena.cyf@menaalliances.com)

Please give your city coordinator as much notice as possible if you are unable to volunteer when expected.



#### **4. EXPENSES**

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out in our expenses policy.

#### **5. INSURANCE**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

#### **6. CONFIDENTIALITY**

In the course of providing your volunteering services, you may have access to confidential information relating to Code Your Future or our clients. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

#### **7. LEAVING**

We ask that you give us as much notice as possible if you want to stop volunteering with us [so that we can rearrange our rota].

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

#### **Photo and Recording Consent**

☐ I grant permission to Code Your Future for the use of the photograph(s), electronic media images or recording taken during any event (events can be drop-in sessions, special events as well as normal class events in person or virtual) in any presentation of any and all kinds whatsoever. I understand that I may revoke this authorization at any time by notifying Roberta Lifonso [roberta@codeyourfuture.io](mailto:roberta@codeyourfuture.io) in writing. The revocation will not affect any actions taken before the receipt of this written notification. Images and recording will be stored in a secure location and only

authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.

### **Social Media Consent**

☐ I consent to being mentioned on CodeYourFuture's social media platforms and also using my images.

[Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.]

Yours sincerely,

*Roberta Lifonso*

Roberta Lifonso

Director of Operations

On behalf of Code Your Future

I, \_\_\_\_\_ understand the contents of this letter.

Signed .....

Date .....