



National Indian Students and Alumni Union (UK)

## Volunteer Onboarding Agreement (“the Agreement”)

Date of Agreement: .....

Party 1:

**National Indian Students and Alumni Union UK  
(NISAU)**

and

Party 2:

**Name:** .....

Address in the UK:

.....  
.....

Permanent Address (if different from above):

.....  
.....

NISAU wishes to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteering experience with us enjoyable and rewarding. This Agreement describes what you can expect from us and the standards of personal and professional conduct we expect from you.

Party 1 and Party 2 are together referred to as “the Parties” in the Agreement. NISAU is governed by its trustees and they are the overall decision-making body.

1. Each of the parties to this Agreement agrees to maintain confidentiality regarding any information (“the Confidential Information”) they are aware of and/or in possession of in relation to the National Indian Students and Alumni Union UK (previously, National Indian Students Union UK), hereafter referred to as “NISAU”.

2. The Confidential Information relating to NISAU includes but is not limited to any information relating to the workings of NISAU, details about affiliate societies, general members of NISAU, volunteers of NISAU, events NISAU has conducted or participated in, NISAU finances, information relating to any NISAU stakeholders including its ‘Patrons’, ‘Honorary Fellows’, ‘Youth Icons’, ‘Advisors’ and ‘Friends of NISAU’ or any other information identified as “Confidential Information” by NISAU from time to time.

3. The Confidential Information relating to NISAU includes any information obtained during the length of association each party has had with NISAU, i.e. all information gained prior to the date of agreement and from the date of association [.....] and in the future until the length of formal or informal association of each party with NISAU.

4. Each party to this Agreement is referred to as ‘the Recipient’ when it receives or uses the Confidential Information disclosed by any third party (“Third Party”).



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5. The Recipient undertakes not to use the Confidential Information disclosed by Third Party for any purpose except the Purpose of disclosing the information, without first obtaining the written agreement of the NISAU.
6. The Recipient undertakes to keep the Confidential Information disclosed by the Third Party secure and not to disclose it to any person, association of persons, organisation, firm, industry body etc. except to those NISAU volunteers or associates who need to know the same for the Purpose, who know they owe a duty of confidence to the Third Party and who are bound by obligations throughout this Agreement and the NISAU Privacy Policy. Responsibility to ensure that the third parties are appropriately notified and in agreement with their obligations arising as a result of this agreement lies with the Recipient.
7. The undertakings in clauses 1, 2 and 3 above apply to all of the information disclosed by each of the parties to the other, regardless of the way or form in which it is disclosed or recorded but they do not apply to any information which is or in future comes into the public domain (unless as a result of the breach of this Agreement).
8. Nothing in this Agreement will prevent the Recipient from making any disclosure of the Confidential Information required by English law to competent British authorities. Party 2 must seek the permission of Party 1 before responding to any such requests for Confidential Information. No Confidential Information may be supplied to any non-British authority unless agreed in writing with Party 1. This includes requests made by diplomatic missions or entities of non-British governments. Party 2 must ensure it informs Party 1 promptly of any such requests for information it may have received, confidential or otherwise.
9. Party 1 will provide Party 2 with information about the NISAU during the onboarding process ("Welcome Document"). This includes NISAU's vision, aims and values. It is the responsibility of Party 2 to ensure it remains aligned with this during the period of its association with the NISAU; e.g. by declaring any conflicts of interest that might preclude Party 2 from remaining aligned with the NISAU's vision, aims and values. Party 2 must disclose to Party 1 any conflict of interest upfront and/or as soon as such a conflict arises. Such conflicts can be between the interests of the organization on one hand; and any personal, professional, political and business interests on the other. In particular, Party 2 must disclose any past or current involvement with any religious and/or political organisations, anywhere in the world. Should any such conflict arise then it is the prerogative of Party 1 to decide upon the appropriate course of action on a case-by-case basis.
10. Party 2 shall be solely responsible for complying with all the applicable statutory legal requirements as may be applicable to them. This includes complying with their visa conditions including the maximum number of working hours that can be worked or any other similar statutory legal compliance. Party 1 shall not be responsible for any action in violation of any applicable statutory legal requirement that could result in liability being imposed on party 2.
11. If Party 2 intends to apply for leave of absence from its allocated work, it must duly inform party 1 of its intention to do so. This notice shall be ideally given two weeks before the intended date of absence. Those volunteers found missing from their duties and obligations for a continuous period of 10 calendar days (or any other period as party 1 may deem fit) without any reasonable notice shall be removed from the volunteer team or may be given a warning as deemed fit by Party 1.
12. Party 2 is expected to perform its work with utmost dedication and responsibility within the deadlines set by Party 1 or any other person given the responsibility to do so by Party 1. Those who violate the rules and regulations or are not doing their work as expected shall be asked to resign after giving a sufficient opportunity of being heard (final decision regarding this shall lie with party 1). Furthermore, any volunteer may resign from its duties and obligations at any time by providing a written notice of resignation to party 1 at least fifteen days (15) prior to the effective date of the resignation. Note: The volunteer is liable to complete all the allocated work prior to resignation.



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13. Party 1 may be able to reimburse reasonable 'out of pocket' expenses incurred by Party 2 during the course of their volunteering work. E.g. If any expenses are incurred for any events or any other work related to Party 1, then the same can be claimed via the procedure outlined by Party 1. Party 2 should ensure they obtain confirmation about any expenses being reimbursable from Party 1 in writing before proceeding with the expenditure.
14. Party 1 shall endeavour to resolve fairly any problems, grievances and difficulties that Party 2 might have while they volunteer with Party 1. Therefore, in case Party 2 experiences any issues or has any concerns, they should report the same to Party 1 as soon as possible.
15. Party 1 hosts various events with significant personalities such as artists, performers and thought leaders. Should Party 2 have any suggestions for speakers they must raise this with Party 1. Party 2 must not use the name of 'NISAU' for approaching any speakers without being granted written permission by Party 1.
16. All parties, on request from Third Party, will return all copies and records of the Confidential Information disclosed by the other party and will not retain any copies or records of the Confidential Information disclosed by the other party.
17. Most activities of Party 1 are carried out remotely. As a result, Party 2 should ensure it takes relevant action to ensure it is carrying out its responsibilities in an appropriate and safe environment. On some occasions where Party 1 organises or participates in physical events, it will endeavour to have appropriate safeguards in place. However, under no circumstances will any liability be accepted by Party 1.
18. All intellectual property rights in and to any work created or invented by Party 2 whilst volunteering with Party 1, shall belong to Party 1.
19. Party 2 is being engaged by Party 1 in a volunteering capacity. Neither party intends any employment relationship to be created either now or at any time in the future.
20. This Agreement is governed by, and is to be construed in accordance with, English law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of, or in connection with, this Agreement.

Party 2 Name

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Party 2 Signature

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Party 1 Name

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Party 1 Role at NISAU

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Party 1 Signature

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