

## **WELLINGTON ICT (WICT) WEBRIDER PROGRAMME VOLUNTEER AGREEMENT**

Wellington ICT's Webrider programme is committed to assigning meaningful and significant ICT-related projects to its skilled volunteers. These projects are sourced from organisations from Wellington's non-profit sector. Undertaken successfully, these projects have the potential to fast-track the career, employment and community contribution goals of participating volunteers.

This document defines the mutually agreed nature of the relationship between Wellington ICT (herein referred to as WICT) and Volunteer Project Consultants (herein referred to as Volunteer) and sets out the general roles of parties involved.

### **The Volunteer shall:**

1. At all times adopt a professional and committed approach in carrying out the role as defined in attached job description with the understanding that:
  - Their volunteer role and projects undertaken are of vital importance to client organisations and the performance and attitude of volunteers reflects on the integrity and reputation not just of WICT and the Webrider programme but more importantly the volunteer themselves.
  - Successful participation in these projects offers invaluable practical skilled work experience and possible references that could prove decisive in enabling volunteers to achieve their employment goals.
2. Deal with WICT and client organisations in good faith in all aspects and comply with all office policies and procedures during the period of engagement.
3. Make a commitment to work that has been mutually agreed and keep WICT and client organisation informed of any changes to their current and future availability for client projects.
4. Once engaged in a client project, the volunteer shall make all efforts to inform WICT as soon as possible if for any reason he/she is unable to meet any commitment.

The volunteer will likewise provide a minimum of two weeks notice if for any reason they are no longer able to be involved in either the current or future projects. During this notice period, the volunteer will commit to ensuring an effective handover process to another volunteer.

5. Independently up skill in their areas of their specialisation. For example, Web content writers will continually up skill in industry standard, best practice techniques of effective web writing for a targeted audience; web designers and developers will continually up skill in both the WordPress and Google Sites web development platforms (as the Webrider programme will very often defer to these as default platforms).
6. Adhere to project reporting structures and time-bound commitments as they pertain to each client project that the volunteer is engaged in.
7. Participate in client, staff and project meetings when required.
8. Value and support fellow team members.
9. Follow the proper chain of command when it comes to guidance and supervision.

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10. Attend performance evaluation as needed.
11. Unless otherwise stated, treat as confidential any information received concerning either WICT or its clients and comply with the obligations set out in the Privacy Act 1993.
12. Take all practicable steps to perform their role in a way that is safe and healthy for themselves and others as well as ensure no harm is caused to others during the course of their work

### **WICT will:**

1. Deal with the Volunteer in good faith in all aspects of the relationship. This is not limited to treating the volunteer with respect, professionalism and dignity at all times. Volunteers will be regarded as professional co-workers and valued members of staff.
2. Conduct orientation and on the job training for volunteers as required.
3. Provide ICT project opportunities that best suit the skills and abilities of the Volunteer.
4. Provide a clear project brief and job description outlining the duties and expectations of the volunteer and the client for each project they are involved in.
5. Where appropriate, involve the volunteers in the decision making processes of each project.
6. Ensure volunteers have access to work-related guidance and support.
7. Evaluate volunteers' performance regularly.
8. Support volunteers in the pursuit of their personal, career and employment goals not limited to and make references available where that volunteer has performed satisfactorily.
9. Take all reasonable steps to provide a healthy and safe work environment.

### **TERMS OF AGREEMENT**

The agreement shall be enforced for a period that is mutually agreed by WICT and the Volunteer.

Notwithstanding any other provision in this agreement, WICT may terminate this agreement summarily and without notice for serious misconduct. Serious misconduct includes, but is not limited to:

- (i) theft;
- (ii) dishonesty;
- (iii) harassment of a work colleague or customer or volunteer;
- (iv) serious or repeated failure to follow a reasonable instruction;
- (v) deliberate destruction of any property belonging to WICT or the client organisation;
- (vi) actions which seriously damage the WICT's or the client organisation's reputation.

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**ACKNOWLEDGEMENT**

The volunteer acknowledges having read, understood and agreed to the terms of this Volunteer Agreement and wishes to be accepted in to Wellington ICT's Webrider Programme as a Volunteer Project Consultant.

**Volunteer Name:** \_\_\_\_\_

**Designation/Position:** \_\_\_\_\_

**Signature:**

**Date:**

**Signature:**

**Date:**

**On behalf of WICT: Justin Meade  
Webrider Project Manager**