Volunteer/Assistant Policy Agreement

1. Introduction 1.1 Commitment to Inclusivity and Support Trans Support Hub values the contributions of people who volunteer or assist with essential tasks. This agreement ensures that volunteers understand their responsibilities, uphold Trans Support Hub’s values, and contribute positively to our mission of inclusivity and respect.

1.2 Purpose of this Agreement This document outlines the roles, responsibilities, and expectations for volunteers/assistants, ensuring a clear understanding of duties, safeguarding standards, an: Who Does This Agreement Apply To? This agreement applies to: All people volunteering or assisting Trans Support Hub, including directors.

1. Roles and Responsibilities: Volunteer Responsibilities volunteers are expected to: Perform tasks with diligence, accuracy, and respect for Trans Support Hub’s mission. Maintain professionalism and sensitivity in all interactions, particularly on public platforms like social media. Protect sensitive information and handle communications with confidentiality and care. Report any concerns or issues to the designated Trans Support Hub contact. Adhere to all relevant Trans Support Hub policies and procedures including but not limited to Safeguarding, Complaints and Bullying & Harassment and any additional procedures or guidance deemed relevant. Adhere to health and safety guidelines.
2. Branding, style and appearance: Proofreading and Administrative Tasks Volunteers assisting with written or administrative tasks must: Ensure accuracy and clarity in all work. Follow Trans Support Hub’s style and formatting guidelines.
3. Safeguarding and Confidentiality 5.1 Commitment to Safeguarding Cis Allies must prioritise the safety and well-being of Trans Support Hub members and stakeholders. Volunteers must: Be vigilant for any safeguarding concerns and report them promptly. Respect the privacy and confidentiality of all individuals.
4. When referring to an individual we will use gender neutral pronouns and either ask pronouns or acknowledge that we’re not aware of them.
5. Follow all other policies and procedures.
6. Compliance and Review 7.1 Policy Compliance By signing this agreement, volunteers, assistants and directors confirm their understanding and acceptance of the outlined responsibilities and standards. Non-compliance may result in termination of their role.

7.2 Agreement Review This agreement will be reviewed annually to reflect any updates in Trans Support Hub’s policies or procedures.

Acknowledgment and Signature I, INSERT NAME, acknowledge that I have read, understood, and agree to the terms of the Volunteer/Assistant Policy Agreement. I commit to upholding the values and responsibilities outlined within this agreement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_