



Volunteer Agreement

We appreciate the time and commitment you are giving us and we will do our best to make your volunteering experience enjoyable and rewarding. This volunteer agreement describes the arrangement between Aberdeen Science Centre (ASC) and you.

- Part One: Aberdeen Science Centre will;
- Part Two: 'Your Commitment to Us'

Please read it carefully and ask any questions that you may have before signing and returning it.

Aberdeen Science Centre will:

- Provide you with a fulfilling volunteering experience
- Treat all volunteers equally and fairly
- Be flexible in relation to your volunteering hours, recognising that you have other commitments
- Provide a thorough induction of the work of ASC, its staff and structure including your role in the organisation
- Consult with you and keep you informed of any changes that may affect you
- Ensure your safety, provide insurance cover and familiarisation with all of our relevant policies.
- Provide on-going training as necessary to meet your volunteer responsibilities
- To address and resolve fairly any problems, grievances or difficulties you may have while you volunteer with us
- To explain the standards we expect from you in your role, and to encourage and support you to achieve and maintain them through regular meetings with ASC staff
- If requested, to provide a volunteer reference, and help with CV writing or mock interview questions related to your volunteer role



Your Commitment to Us

- Being honest and reliable throughout my volunteering, ensuring to arrive at the agreed time or phone ASC in advance if you are going to be late, or are unable to attend
- Performing the volunteering role to the best of your ability, following ASC's policies and procedures
- Be professional, adhering to the dress code and keeping within the boundaries of your role
- To maintain confidentiality at all times and remembering that you are representing ASC at all times whilst in uniform
- Not using my phone on the exhibition floor
- To return uniform and badge when volunteering comes to an end
- All volunteers over the age of 17 will join the STEM Ambassador Programme and log all volunteer hours on their profile

By signing below you acknowledge this agreement, which is binding in honour only and is not a legally binding contract. Neither of us intends any employment relationship to be credited in this agreement, either now or at any time in the future.

Volunteer Signature: _____

ASC Signature: _____

Date: _____