



## Volunteer Agreement

This agreement sets out what we can each reasonably expect from your volunteering role within ELRIG UK Limited. ELRIG UK Limited 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 as a Drug Discovery Support Volunteer and will start on the date you participate in one of our events.

We hope that you will usually be able to volunteer with us for at least the entire duration of any of our events so that we can each get the most from the volunteering experience. However, we are flexible about this so please let us know if you would prefer a different arrangement.

As a Drug Discovery Support Volunteer, 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;
- comply with our Data Protection Policy and any other applicable policy in our Staff Handbook, which will be made available to you upon request;
- comply with our Equality, Diversity and Inclusion Policy when communicating with fellow volunteers or anyone associated with ELRIG UK Limited;
- actively engage in any events you are invited to;

You can expect us to deal with you in accordance with our Equal Opportunities 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. Support

Your main point of contact during your volunteering with us will be named member of the ELRIG Operational Team. You may have regular meetings with this person to agree objectives for your volunteering role and discuss any problems or questions you may have. Please give this person as much notice as possible if you are unable to volunteer when expected.

### 4. Expenses

We will reimburse, at our discretion, certain out-of-pocket expenses incurred in connection with you volunteering for us. Details of these expenses and how to claim them are set out in our Expenses Policy, which is available upon request.

## **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 ELRIG UK Limited. 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. Intellectual Property**

We own all intellectual property rights in any materials we provide to you in the course of you volunteering for us. We agree that you own all intellectual property rights in any materials that you produce in the course of volunteering for us and nothing in this agreement constitutes a transfer or assignment of any intellectual property rights between us.

## **8. Termination**

We ask that you give us as much notice as possible if you wish to stop volunteering with us.

This agreement is binding in honour only, it is not intended to be a legally binding contract between us and may be terminated at any time at the discretion of either party. Nothing in this agreement gives rise, or is intended to give rise, to you being our employee, worker, partner, joint venture party or agent either now or at any time in the future.

Please acknowledge that you have read and understand the contents of this agreement by clicking 'Yes' on [\[insert details\]](#).