



Volunteer Contract

WESTERN'S VOLUNTEER PROGRAM

As a volunteer (and current student) with Western's Volunteer Program:

1. I acknowledge that I may have access to confidential or proprietary information during the course of my work term. During and after my employment, I will hold all confidential information in trust and confidence, and I will not use, disclose, communicate or convey any such information, except as required in the performance of my role.

I will not allow any unauthorized person or persons to inspect or have access to any document that is of a confidential nature, regardless of media format, and I will report any unauthorized access to my supervisor as soon as I become aware that such an incident has occurred. I will not remove any records containing confidential information, unless authorized to do so by my supervisor and I will return such records upon termination of my assignment or as requested by my supervisor.

2. I will fulfill the Program Duties and Expectations listed on page 2 of this contract.
3. I will complete the following mandatory training courses:
 - a. Courses designated as **Required Training for all Roles** on the Human Resources/ Required Training web page.
 - b. **Laboratory Safety – Hazardous Waste** and other training identified by my supervisor if working in a laboratory.
4. I will obtain and provide proof of completed training to my supervisor.

For more information on Required Training: <http://www.uwo.ca/hr/learning/required/index.html>

Registration: You will receive an email "Associated Person Registration with Western University" from Human Resources with further instructions. You will be notified by email when registration is complete. Two business days later, you can join online safety courses on OWL or register for classroom-based training on My Human Resources.

International students: If you do **not** have a Canadian Social Insurance Number, please **check box** ☐ **and obtain a** Register New Associated Persons **form** from the dept. Administrative Officer instead of registering online.

VOLUNTEER POSITION TITLE: _____

DEPARTMENT: _____ ☐ Check box if first time volunteer in this dept.

DURATION: _____
Maximum one year Start Date (year/month/day) End Date (year/month/day)

NAME OF STUDENT (Print) _____ NAME OF SUPERVISOR (Print) _____

WESTERN STUDENT NUMBER _____ STUDENT WESTERN EMAIL ADDRESS (Print) _____

SIGNATURE OF STUDENT _____ SIGNATURE OF SUPERVISOR _____

DATE _____ DATE _____

Please send completed contract to Michele Grigg at: mgrigg3@uwo.ca
Office Use Only: Initiate Register Associated Persons process (code ZZ701- WVP Volunteer)

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Program Duties and Expectations

1. While participating in the program, I will:
 - respect and follow the authority of my supervisor,
 - competently and efficiently carry out the duties and expectations assigned, and bring any problems or questions to my supervisor.
 - represent Western's Volunteer Program and Western through conduct in accordance with professional standards
 - participate in further position-related training that my supervisor requests, within the time commitment of the position
 - observe workplace specific and procedural safety standards as outlined by my supervisor (if applicable)
 - respect differences of gender, ethnic origin, race, religious affiliations, sexual orientation, and those with disabilities
2. I will arrive on time and fulfill the weekly time commitment agreed upon with my supervisor. If I must cancel a shift, I will notify my supervisor as soon as I become aware of the conflict and make arrangements to re-schedule missed time.
3. I will not arrive for a shift under the influence of alcohol or any illegal drug or substance.
4. I will not physically intervene in the event of a dangerous incident, but will remove myself safely from the situation and notify my supervisor and/or the campus police immediately (call 911).
5. If the volunteer position is in a hospital, I will be documented through the Volunteer Services offices of the host hospital.
6. While on duty, I will not violate any federal or provincial laws, municipal by-laws, or university policies governing conduct.
7. I understand that failure to comply with the terms of this contract may result in the termination of my position as a volunteer. I also understand that my supervisor reserves the right to relieve me of my duties if I do not comply with the terms of this contract.