



UKAMB/HMBC Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us, UKAMB/HMBC and you (*the volunteer*) in relation to your voluntary work. The intention of this agreement is to assure you, that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one. We appreciate a broad range of Volunteers from many disciplines.

Part 1

We, UKAMB/HMBC , accept the voluntary service of
.....(*name of volunteer*) beginning
(*date*).....

Your role as a volunteer is(*state nature and components of the work*). This work is designed to
.....(*state purpose of work in relation to its benefit to the organisation*).

We ask Volunteers to commit to the following, that they:-

- are working in a Voluntary unpaid position
- must disclose any links with the Formula Baby Milk Industry complete a disclosure of interest form
- comply with the Code of Milk Marketing
- agree to comply with the aims and objectives of the Organisation
- are not lone workers and act as part of the UKAMB/ HMBC team
- must relay any concerns that they have about the their role to the Supervisor and the Chair
- understand that all Milk Banks registered with UKAMB/ HMBC comply with NICE clinical guidance Number 93

2. Supervision, support and flexibility

We aim to :-

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.
- To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems. In the event of any worries or difficulties in your role, please discuss this with your supervisor. We discuss all problems with our Chair for the best resolution by UKAMB/HMBC.
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expenses

UKAMB/HMBC reimburse the travel incurred by you in doing your voluntary work to meetings in accordance with UKAMB/HMBC practices. Travel will be by the cheapest route.

4. Equal opportunities

- We believe in equality of opportunities for all our Volunteers.

5. Problems

- UKAMB/HMBC endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;

Part 2 The volunteer

I, (*full name in capitals*), agree to be a volunteer with UKAMB/HMBC and commit to the following:

1. To help UKAMB/HMBC fulfil its role in developing Human Milk Banking in the UK.
2. To perform my volunteering role to the best of my ability.
3. To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.
4. To maintain the confidential information of the organisation and of its clients.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment is

.....

This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed to:
UKAMB/HMBC Volunteer signature On behalf of

Date:

Volunteer role:

1. Code of Milk Marketing
<https://www.unicef.org.uk/babyfriendly/baby-friendly-resources/international-code-marketing-breastmilk-substitutes-resources/the-code/>
2. Nice Clinical Guidance 93
<https://www.nice.org.uk/guidance/cg93>