



VOLUNTEER AGREEMENT

Name of Volunteer: _____

Address: _____

Home telephone: _____ Cell telephone: _____

Emergency Contact: _____ Relationship: _____

Telephone: _____

Scope of Volunteer Duties (Describe in full - Attach full description if additional space is required):

This volunteer assignment is not an unpaid co-op placement.

Location of work: _____ Lab Office

Equipment used: _____

Specify if any protective measures and training are required:

Supervisor: _____ Title: _____

Department: _____ Telephone: _____

Start Date: _____ End Date: _____

Anticipated Number of Hours: _____ per Week or Month

FOR NON-CANADIANS/PERMANENT RESIDENTS: Many activities that do not provide financial remuneration (wages) are considered work by Citizenship and Immigration Canada and require a Work Permit. <http://www.cic.gc.ca/english/study/institutions/work-volunteer.asp>

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As a volunteer with the University of Waterloo I agree to the following:

The Work:

The Volunteer acknowledges that the work performed is on a volunteer basis and that there is no employment relationship with the University of Waterloo. The Volunteer is not entitled to receive a salary, remuneration, or employee benefits. Volunteer services do not constitute a guarantee or promise of future employment, nor does it entitle them to greater consideration for any future employment opportunities.

The Volunteer further agrees to perform the work as noted in the Scope of Volunteer Duties and if required provide a criminal background check. If the Volunteer is not a Canadian citizen or Permanent Resident her/his signature indicates that they are eligible to work under current Canadian Immigration law.

The Volunteer agrees to work under the assigned supervisor's direction and the Volunteer has a right to refuse to engage in any work that is not deemed safe as per the *Occupational Health & Safety Act, R.S.O. 1990, chapter O.1*.

Assumption of Risk

The Volunteer acknowledges that there may be risks associated with or related to the duties described above. These risks include, but are not limited to, any manner of injury resulting from use or misuse of equipment/tools required to perform the duties.

Confidentiality:

The Volunteer acknowledges in the course of volunteer duties that s/he may have access to information that may be confidential and will observe and comply with the University's Confidentiality policy, which is governed by *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter F.31*. Except as s/he may be legally obligated or authorized, s/he shall not disclose or give to any person, institution or source any information or document that comes to my knowledge or into her/his possession by reason of her/his volunteer experience with the University.

University Policy & Procedures:

The University of Waterloo has various policies in place promoting a safe environment for its members. The Volunteer agrees to abide by all University policies, guidelines, and procedures (available at <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines>). The Volunteer understands that the obligation in this agreement is important to ensure the integrity of the University and as a result, a breach of this agreement may result in the immediate termination of the volunteer agreement.

Termination:

The Volunteer understands that the University of Waterloo or s/he may terminate this agreement at any time for any reason with or without cause and without notice, and without compensation of any kind.

Insurance:

The Volunteer IS STRONGLY ENCOURAGED TO CARRY ADEQUATE MEDICAL AND/OR HEALTH INSURANCE, covering the contract period and is responsible for their own health, dental and medical coverage. The Volunteer is not covered by the University's Workers Compensation Insurance.

The University of Waterloo maintains general liability insurance to cover actions and omissions of volunteers on campus.

Release and Waiver of Liability:

The Volunteer and the University release and hold harmless each other and their employees, students and agents from any and all liability for any loss, damage, injury or expense that they or their next of kin may suffer as a result of the Volunteer's work, including, but not limited to, accidents, acts of God, war, civil unrest, sickness, transportation, scheduling, government restrictions or regulations, and any and all expenses which may be incurred because of said work for instance (but not limited to) any loss, claims,

damages, expenses, judgments, including reasonable attorney fees for which the University or the Volunteer is held legally liable.

The Volunteer and the University further release and hold harmless each other and their employees, students and agents from any and all claims of negligence with regard to any and all aspects of participation in the above mentioned work.

I have read, understood and agree to the above terms and conditions in regard to waiver and release of liability, and informed consent.

Volunteer

Date

University of Waterloo Authorized Signatory

Date

VOLUNTEER IS UNDER 18 YEARS OF AGE)

PARENT/GUARDIAN FOR VOLUNTEERS UNDER THE AGE OF EIGHTEEN (18) YEARS MUST READ THIS FORM. PARENT/GUARDIAN PERMISSION IS REQUIRED FOR VOLUNTEER UNDER THE AGE OF EIGHTEEN (18) YEARS.

This is to certify that I, as parent/guardian with legal responsibility for this volunteer, do consent to their and my own release of and indemnity of the University of Waterloo, from any and all liabilities regarding their involvement in this volunteer opportunity.

Parent/Guardian Signature

Date

Witness

Date

Original: Department File

Send Copies to:

- Human Resources
- Safety Office
- Finance/Insurance Analyst