



## **Adult Volunteer Service Agreement**

Welcome to sharing our vision To empower disadvantaged children to be well and safe. This statement sets out the key terms and conditions of your volunteer service to Be Priceless. This statement with the attached Code of Conduct for Volunteers constitutes an agreement between you and Be Priceless.

Name: \_\_\_\_\_ (First Name), \_\_\_\_\_ (Last Name)

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ HKID/Personal Identification number (first 4 digits): \_\_\_\_\_

Phone number: \_\_\_\_\_ ☐ Whatsapp ☐ Signal

Email: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Purpose of volunteer service with Be Priceless: \_\_\_\_\_

Duration of volunteer service: ☐ Ongoing or ☐ Fixed dates: \_\_\_\_\_ to \_\_\_\_\_

We are collecting the above information only for internal purposes, including to find the right volunteer opportunities for you and to communicate with you on any issues related to the volunteering. We will not share this information with anyone on the team who does not need to know this or with anyone outside of Be Priceless. We will store this information in a password protected site. We will store this for no more than 5 years if you are no longer part of the program and the information will be deleted in a secure way.

## **Code of Conduct for Volunteers**

1. *As a volunteer of Be Priceless, I agree to conduct myself in all activities related to the organization in ways that reflect the vision of empowering disadvantaged communities to be safe and well, demonstrate integrity, treat others with fairness, equality, dignity and respect and promote the values and positive image of Be Priceless.*
  
2. *I will maintain the highest standard in performing my role as a Volunteer by:-*
  - a. Complying with the policies and regulations of Be Priceless (which may be updated from time to time);
  - b. I will carefully keep up to date, review and uphold the Be Priceless code of conduct, child safeguarding and protection, data security and other accountability policies and measures.
  - c. Fulfilling my role to the best of my ability in a safe, efficient and competent way. This means completing my duties to a high standard and on time. Any delays should be discussed and approved by supervisors ahead of time;
  - d. Acting honestly, accountably, responsibly and with integrity;
  - e. Regularly keep track and report progress on achieving deliverables with my supervisor. Communicate progress, barriers, and suggested solutions openly and ongoingly.
  - f. Meeting time and task commitments and providing sufficient notice of my unavailability;
  - g. Observing safety procedures, including any obligations concerning the safety, health and welfare of others. This includes following child safeguarding and protection policies and protocols for monitoring and reporting;
  - h. Report any safeguarding-protection concerns to the Be Priceless leadership (Managing Director) or the Point Person for Child Safeguarding-Protection within 24 hours of witnessing or gaining awareness (e.g. hearing someone else talk about an issue) of possible harm to a child or any persons associated with Be Priceless. Goodwill reporting is encouraged and will be investigated without negative consequences to the person reporting even if no safety problem is ultimately identified. Reporting can be in person, in writing (e-mail, letter, text), by phone or other means to the ;
  - i. Reporting any well-being (including physical, mental and social health) and safety concerns to my supervisor or the leadership in Be Priceless;
  - j. Communicating respectfully, kindly and honestly at all times;
  - k. Directing any questions regarding Be Priceless' policies, procedures, support or supervision to my supervisor or the leadership in Be Priceless;
  - l. Maintaining and acceptable level of dress and personal hygiene;
  
3. *In my role as a volunteer, I shall **NOT**:-*
  - a. Engage in any conduct that violates the law; use Be Priceless' work, name, information, networks, devices or my association for political, personal or unauthorized purposes;
  - b. Provide false or misleading statements, declaration, document, record or claim in respect of own accomplishments or backgrounds; or Be Priceless, its participants, volunteers, employees, associates; or affiliated organizations;
  - c. Act in ways that may bring Be Priceless into disrepute, or financial or legal disputes of any nature whatsoever;
  - d. Engage in any activity that may cause physical or mental harm or distress to another person (such as aggressive actions, verbal abuse, physical abuse, assault, bullying, harassment, or discrimination on the grounds of gender, family status, sexual orientation, religion, age, disability, race);
  - e. Be affected by alcohol, drugs, or medication which may affect my abilities to carry out my duties and responsibilities;
  - f. Use my association with Be Priceless for personal benefit beyond what is agreed upon in the terms of reference or recognition of my role, and shall report any potential conflicts of interest;
  
4. **I will uphold the Be Priceless Child safeguarding and protection policy, protocols and measures:**
  - a. In all association or duties with Be Priceless, I will follow the 2-adult-rule when in the presence or in contact with children who are not my family members. That means as an adult, I will NOT interact with any of the children alone.

- b. I will not befriend or accept any request for contact on social media, in person or in other ways with children that you meet as a result of Be Priceless, this includes the team members and the service users.
- c. I shall not without the express authorization of Be Priceless leadership (Managing Director or Program Manager) or for unauthorized purposes make any contact (whether in person, through telephone, electronic or other means) with any minors (under 18 years of age) associated with Be Priceless for any reason whatsoever. This excludes minors that are your family members.
- d. I agree to uphold and be subjected to the Be Priceless child safeguarding and protection policies, protocols, training, actions, monitoring and reporting.
- e. I agree to background checks, including reference checks, criminal records checks

## 5. Data Security and Confidentiality

- a. I will not access any data of Be Priceless and its associates (including service users, organizational representatives and partners, etc) for reasons beyond explicit approved purposes and duration by the leadership of Be Priceless (my supervisor, the Program Manager or the Managing Director).
  - b. For any data I receive permission to access for my duties for Be Priceless (e.g. take photos during an educational event), I will not keep copies on my personal devices or use the data for any purposes outside of what is permitted by Be Priceless (e.g. I will not post pictures on my own social media account or share them by personal digital messaging).
  - c. I acknowledge and agree that all rights to data, materials, documents, images, products, and information are property of Be Priceless or its participants and are not to be disseminated or shared for unauthorized purposes nor will I publish or share any sensitive information. I will not represent Be Priceless in any unauthorized ways.
  - d. I will follow Be Priceless' policy, protocol, measures regarding data use and protection. Unless I have specific data use training for and responsibilities and have explicit approved reasons covered by the official Be Priceless informed consent documentation, I will not obtain access to data of any Be Priceless associates (including service users, organizational representatives and partners, etc). This includes data from the Be Priceless website, social media, online or in-person programs, interviews or surveys, taking pictures, making audio or video recordings).
  - e. I will not record any personal data, images or other means (including audio and video) of participants, volunteers, consultants, staff as well as of the program contents in the Be Priceless for unauthorized purposes and when informed consent is not obtained.
  - f. I will refrain from accepting press interviews or responding to any media enquiry without prior approval from Be Priceless. I will not disseminate any Be Priceless information, including pictures, data or reports online or by text, call, in person or other means.
  - g. I agree all information received will be kept confidential. I will also refrain from providing or making available confidential or insider information to anyone outside Be Priceless.
6. I shall not without the express authorization of Be Priceless leadership (Managing Director or Program Manager) or for unauthorized purposes make **any** contact Be Priceless volunteers, partners, participants (including general public who use our website or social media or event attendees) whether in person, through telephone, electronic or other means.
7. *I agree to fully indemnify and hold harmless Be Priceless for any and all claims arising out of my participation in the Volunteer Activities.*
8. *I understand that the scope of my relationship with Be Priceless is limited to a volunteer position and that no compensation shall be paid for services provided by me; that Be Priceless will not provide any benefits associated with employment to me; and that I am responsible for my own insurance coverage in the event of personal injury or illness as a result of my services. Further, I understand that Be Priceless does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, disability benefits, insurance or traveling expenses.*

9. I, \_\_\_\_\_ (full name) , release and forever discharge and hold harmless Be Priceless and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Be Priceless. I understand and acknowledge that this Release discharges Be Priceless from any liability or claim that I may have against Be Priceless with respect to injuries, personal or property damage that occurs related to my volunteer services.
10. I understand that this code of conduct forms an integral part of my volunteer service. I also understand that this document is a contract that grants certain rights to and limits the liability of Be Priceless. I agree that Be Priceless will not be held responsible for my personal actions or opinions within or outside the scope of volunteer work, in my own personal or professional life.
11. Be Priceless reserves the right to terminate my service if my actions or conduct may or does bring the reputation of Be Priceless into question or dispute; or if I breach the rules of this or other agreements between myself and Be Priceless. Notwithstanding the above, Be Priceless may terminate my service without cause and without prior notice. I accept that in the event of termination of my service, I will have no claim to damages or otherwise against Be Priceless.

Please sign below if you agree to the above terms and conditions:

Volunteer's Signature: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION OF \_\_\_\_\_ [name of volunteer]**

I, \_\_\_\_\_ [name of volunteer] of \_\_\_\_\_  
\_\_\_\_\_, [address], do hereby solemnly sincerely and truly declare and say as follows:

1. I am the holder of \_\_\_\_\_ [Identity Document No. (first 4 digits)]. A copy of my said \_\_\_\_\_ [Identity Document No. (first 4 digits)] is now attached hereto marked exhibit \_\_\_\_\_ [name of volunteer].
2. I hereby declare and confirm that:
  - a) I have never been convicted of any crime anywhere in the world;
  - b) I have never been accused of, charged with, investigated of, or suspected of any crime or any abuse of children;
  - c) I have never participated in any forms of human trafficking anywhere in the world.

**DECLARED** by \_\_\_\_\_ ) \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ [month], ) Signature of volunteer  
\_\_\_\_\_ [year] in \_\_\_\_\_ [place] )