

# Ballast Hills Burial Ground (BHBG) Volunteer Agreement and Code of Conduct



## Introduction

Newcastle University values its volunteers and strives to ensure your experience is both enjoyable and rewarding while taking part in BHBG Project. This combined document outlines what volunteers can expect from the BHBG Project and what is expected in return to foster a positive, respectful, and effective working environment.

## Part 1: Volunteer Agreement

### *What You Can Expect from Us*

- **Supportive Environment:** A welcoming and positive atmosphere for all volunteers.
- **Respect and Courtesy:** Volunteers will be treated with kindness and respect.
- **Equal Opportunities:** We are committed to diversity and inclusivity.
- **Induction and Training:** Comprehensive training and induction will be provided to help you carry out your role.
- **Designated Contact:** A project representative will be available for ongoing support.
- **Clear Communication:** Timely updates and relevant project information.
- **Recognition:** Your contributions will be acknowledged and appreciated.
- **Insurance Coverage:** Volunteers are covered by public liability insurance for authorised activities.
- **Privacy Respect:** Your personal information will be managed in line with data protection regulations.

### *What We Expect from You*

- **Support Project Goals:** Work towards achieving the project's objectives.
- **Commitment:** Honour your agreed-upon time commitment and inform us of any changes.
- **Honest Communication:** Be transparent and communicative.
- **Respect for All:** Treat fellow volunteers, staff, and participants with respect.
- **Seek Support:** Reach out when assistance or guidance is needed.
- **Feedback:** Provide suggestions and feedback to help improve the project.
- **Adherence to Safety:** Follow all health and safety guidelines provided.
- **Time Tracking:** Log your volunteer hours to support project reporting and recognition.

## Part 2: Volunteer Code of Conduct

### *General Conduct*

- **Respect and Inclusion:** Treat all individuals with respect and create an inclusive environment.
- **Punctuality and Reliability:** Fulfil your volunteer responsibilities and notify the project contact if you cannot meet your commitments.
- **Confidentiality:** Maintain the confidentiality of any sensitive information encountered during your volunteer work.
- **Health and Safety:** Adhere to health and safety protocols and report any hazards or concerns promptly.
- **Conflict Resolution:** Address conflicts respectfully and seek mediation from project staff when necessary.
- **Appropriate Use of Resources:** Use project resources responsibly and for authorised purposes only.
- **Representation:** Act in a way that upholds the reputation of the BHBG Project in all interactions, both on-site and off-site.
- **Social Media and Communication:** Ensure that any personal social media activity related to your volunteer role reflects positively on the project.

**Compliance and Acknowledgement** By volunteering with the BHBG Project, you agree to uphold this Volunteer Agreement and Code of Conduct. You also acknowledge that you have read, understood, and agree to the BHBG Volunteer Policy, including any related intellectual property terms. Failure to adhere to these guidelines may result in a review of your role or termination of your volunteer engagement.

We appreciate your dedication and contributions to the BHBG Project and look forward to working together to create a meaningful impact.

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**Volunteer Signature:** \_\_\_\_\_

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

**Printed Name:** \_\_\_\_\_