



# New Graduate Volunteer Agreement

This volunteer agreement made on \_\_\_\_\_ (agreement date) between the parties the Ontario Chiropractic Association (OCA) and \_\_\_\_\_ (volunteer name).

The Volunteer is willing to donate their time and services to the organization listed above. In turn, the organization is willing to accept such time and service by the Volunteer and provide them a new graduate membership in compensation.

In consideration of the above, the parties hereby agree to the following terms and conditions:

## General

1. The Volunteer agrees to commit to twenty (20) hours of volunteer work that may be completed with any one or more of the available volunteer opportunities through the OCA.
2. The Volunteer will not assign, either directly or indirectly, any obligation or entitlement that it has under this Agreement without express written consent of the organization.
3. The Volunteer may not transfer any volunteer hours to another individual.
4. There will be no compensation, either monetary or otherwise, of travel expenses or time.

## Code of Conduct

1. Volunteers will behave in a professional and ethical way during their volunteer work with the OCA.
  - a. All communications will be made in a courteous manner.
  - b. Treat others with respect and refrain from negative or disparaging remarks or conduct.
  - c. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.
  - d. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature.
  - e. Refrain from any behaviour that constitutes violence or the threat of violence, where violence is defined as the exercise of physical force by an individual against another person that could cause physical injury to them, and a threat is defined as a statement or behaviour that it is reasonable for another person to interpret as a threat to exercise physical force against their person that could cause physical injury to them.
  - f. Adhere to all Federal, Provincial, Municipal or host country laws.

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2. Volunteers will devote their full time and attention during volunteer hours to the business and interests of the OCA.
3. Volunteers will make all reasonable efforts to arrive at their volunteer opportunities at the place and time designated by their volunteer opportunity lead.
4. Volunteers must be free from the effect of alcohol, marijuana, and unprescribed controlled substances that impair job performance and endanger other employees. No alcoholic beverages will be brought to or consumed at OCA volunteer events.
  - a. If a Volunteer arrives at a volunteer event and is suspected of being under the influence of drugs or alcohol, that person will be sent home for the day and they will not receive the volunteer hours they would have at the event.
  - b. The distribution, possession, or use of an illegal controlled substance is not permitted at OCA volunteer events.
5. Volunteers will dress in an appropriate manner for the activity involved in their volunteer opportunity.

### **Privacy & Confidentiality**

1. During their work with the OCA volunteer opportunities, Volunteers may come in contact with confidential information.
  - a. Confidential information includes but is not limited to:
    - i. Personal information of members, staff, or patients;
    - ii. Business information, documents, electronic files, plans, products, or finances; and
    - iii. Communications with third party contractors or partners
  - b. No Volunteer will access, use, disclose, or retain any confidential information without express permission from their OCA staff member contact.
  - c. Upon the request of the OCA or termination of this agreement, the Volunteer will return all confidential and propriety information received in written or tangible form, including copies, or reproductions or other media, immediately of such request.
2. All personal information collected from the Volunteer by the OCA will be kept strictly confidential and only used for the necessary assignment, communication and coordination, and tracking of the volunteer program.
  - a. All information that is collected beyond general OCA membership information will not be retained beyond the period of the volunteer program.
3. Copyright and any other intellectual property rights in all written material (including material in electronic format), software, databases, brands and other works produced by the Volunteer will be owned solely by the OCA, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes.

### **Reporting**

1. Volunteers will report directly to their assigned volunteer opportunity lead.
  - a. Volunteers will communicate any issue, concern, or question they have about their responsibilities.
  - b. Volunteers will report the completion of any assigned task.
  - c. Volunteers will provide reports in any reasonable format the volunteer opportunity lead dictates.

**Rights of Both Parties**

1. The OCA retains the right to terminate this contract with the Volunteer, with written notice, if they:
  - a. Refuse to perform the duties assign in their volunteer opportunity, or
  - b. Do not uphold any part of this agreement.
2. The Volunteer retains the right to terminate this contract, with 30 days written notice, without fear of repercussions from the OCA.
3. Should this agreement be terminated early for any reason, the Volunteer will be transitioned into a paid new graduate membership category and be charged a prorated fee for the remaining year.
  - a. Fees will be prorated at value of fifty (50) dollars per volunteer hour completed.
  - b. Should the Volunteer fail to pay the prorated fees for a period of three (3) months, their membership with the OCA will be cancelled.

**Waiver**

1. The Volunteer agrees to indemnify and hold the OCA harmless against any injuries or damages related to the Volunteer’s activity.
2. The OCA agrees to hold the Volunteer harmless against any damages related to the Volunteer’s service.

By signing below, I agree to abide by the terms set out in this volunteer agreement for the term of the 2020-2021 OCA Membership year.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

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