

# CANINE<sup>SM</sup> CONCIERGE

ON-DEMAND SMILE DELIVERY



Canine Concierge Corporation | 13800 Coppermine Road | Herndon, VA 20171 | 571-375-5932

## Volunteer Agreement

This Volunteer Agreement ("Agreement") is a legally binding document between Canine Concierge Corporation ("Organization") and the undersigned volunteer ("Volunteer"). The Organization or the Volunteer may terminate this Agreement at any time.

### 1. Volunteer Status

The Volunteer holds the position of \_\_\_\_\_ at Canine Concierge Corporation and acknowledges that this is a volunteer position. By accepting this position, the Volunteer agrees to perform all duties voluntarily without receiving any remuneration or payment, except for reasonable reimbursement of expenses as described below in paragraph 9.

The Volunteer acknowledges that this Agreement does not create an employment or contractual relationship with Canine Concierge Corporation. The Volunteer is neither an employee, independent contractor, nor consultant of Canine Concierge Corporation. If the Volunteer's status changes and they engage in paid work for the Organization or undergo vocational training, the parties shall discuss and document the arrangement in a formal employment contract, contract for services, or other appropriate agreement.

### 2. Volunteer Expectations

Canine Concierge Corporation values its volunteers and agrees to provide the Volunteer with the following:

- a) A written position description outlining the role and authorized tasks;

- b) Comprehensive induction, orientation, and necessary training for the volunteer role;
- c) A safe environment for performing the role;
- d) Respect for the Volunteer's privacy and confidentiality of personal information;
- e) A designated supervisor for questions and feedback (refer to paragraph 4 below);
- f) Reimbursement for reasonable out-of-pocket expenses incurred while volunteering (see paragraph 9 below); and
- g) Insurance coverage for authorized volunteer duties (see paragraph 10 below).

**3. Volunteer Responsibilities**

The Volunteer agrees to:

- a) Support the aims and objectives of Canine Concierge Corporation;
- b) Participate in all relevant induction and training programs;
- c) Perform only authorized duties under the direction and supervision of nominated staff and comply with reasonable instructions;
- d) Understand and comply with the Organization's policies and procedures, including applicable policies such as equal opportunity, health and safety, privacy, and confidentiality;
- e) Promptly report any health and safety concerns or potentially hazardous situations that may pose a risk to themselves or others, as well as any accidents or incidents involving staff, volunteers, or the workplace;
- f) Behave appropriately and courteously towards staff, clients, and the public during their role;
- g) Use any property or equipment provided by Canine Concierge Corporation safely and solely for the intended purpose, returning it upon completion of the volunteer role;
- h) Notify Canine Concierge Corporation promptly if there is a desire to change the nature of their contribution (e.g., hours or role) at any time;
- i) Comply with all applicable laws and
- j) Provide open and honest feedback to Canine Concierge Corporation regarding their volunteer program and support.

**4. Contact Person**

The Volunteer's designated contact person at Canine Concierge Corporation shall be \_\_\_\_\_ | \_\_\_\_\_. If the Volunteer has any questions or concerns about their role, health and safety, or requires assistance, they should contact \_\_\_\_\_ | \_\_\_\_\_ as soon as possible.

**5. Role Description and Details**

The Volunteer shall perform the tasks described in the attached role description, including estimated hours, time commitment, and location. The Volunteer understands that they must strictly adhere to the tasks outlined in the role description and follow the instructions provided by the designated contact person and Canine Concierge Corporation staff. To be covered by applicable laws, the Volunteer must not engage in volunteer activities while affected by drugs or alcohol. Any uncertainty regarding authorized tasks should be discussed with the contact person.

**6. Health and Safety**

Canine Concierge Corporation prioritizes the safety of its volunteers and all individuals associated with the Organization. The Organization is responsible for minimizing risks for its paid employees and volunteers. As a volunteer, the Volunteer also has responsibilities, which include:

- a) Exercising reasonable care for their own health and safety;
- b) Exercising reasonable care for the health and safety of others;
- c) Complying with reasonable instructions issued by Canine Concierge Corporation;
- d) Informing the Organization of any safety or fitness concerns regarding their volunteer role; and
- e) Cooperating with Canine Concierge Corporation's policies and procedures.

The Volunteer shall receive a comprehensive induction, safety equipment, and role-specific training (as applicable) upon commencing their volunteer position. Any health and safety concerns should be promptly communicated to the designated contact person.

**7. Mandatory Induction and Training**

Canine Concierge Corporation requires all volunteers to complete an induction and/or training program before commencing their volunteer roles. The next volunteer induction session is scheduled for (insert induction session details). Please contact \_\_\_\_\_ | \_\_\_\_\_ to confirm your attendance or obtain alternative session details.

**8. Required Information Before Commencement**

Before starting the volunteer role, Canine Concierge Corporation requests the following information: (insert background checks required, such as CV, ID checks, reference checks, police checks, license checks, etc.)

All background checks will be conducted by Canine Concierge Corporation's "Background Check" and privacy policies.

## **9. Volunteer Expenses and Benefits**

Canine Concierge Corporation is committed to reimbursing the Volunteer for reasonable out-of-pocket expenses incurred while performing authorized tasks associated with their role. This reimbursement aims to prevent any financial disadvantage resulting from the volunteer position. Reimbursement requests may require prior approval and the provision of receipts.

Additionally, the Organization may provide other benefits gratuitously to Volunteers as part of their volunteering role, including training, free food, accommodation, event entry, clothing, or equipment. These benefits are provided at the discretion of Canine Concierge Corporation and do not constitute salary or remuneration.

## **10. Insurance**

Canine Concierge Corporation maintains adequate insurance coverage for volunteers engaged in approved and authorized volunteering roles. The Organization holds the following insurances: StateFarm Business Liability insurance, StateFarm Renter's insurance.

To ensure coverage under the Organization's insurance, the Volunteer must adhere to the following requirements: (include details such as reporting incidents promptly, signing in each time, etc.)

It is important to note that our insurance is unlikely to cover the following circumstances:

- a) Actions performed beyond the scope of the volunteer role or without appropriate authority or permission from Canine Concierge Corporation;
- b) Criminal activities, including criminal charges arising from driving incidents;
- c) Dishonest or reckless activities; and
- d) Other exclusions outlined in the insurance policies.

## **11. Intellectual Property**

The Volunteer agrees to transfer all intellectual property rights and interests, including copyright, in any ideas or materials created during the provision of voluntary services at Canine Concierge Corporation to Canine Concierge Corporation. The Volunteer consents to the Organization's use of such creations within the reasonable scope of the volunteer services provided under this Agreement.

Furthermore, the Volunteer waives any claim for infringement of moral rights about using such creations.

Please sign below to acknowledge that you have read this Volunteer Agreement, had an opportunity to ask questions, and agree to the terms herein.

Volunteer Full Name: \_\_\_\_\_

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

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

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