**Screen Share – Volunteer Agreement and Code of Conduct v1.2**

Thank you for choosing to volunteer with Screen Share!

While volunteering with Screen Share, you may spend your time alongside fellow volunteers as well as members of the public. You may also be given access to personal information, such as names, addresses and other contact details.

It is important that you follow the guidelines below in order to ensure that all those supporting Screen Share, and all those supported by us, are protected:

1. Read and follow Screen Share's Privacy Policy, which is available in the footer of our website. In short, you should only keep personal data for as long you legitimately need it for your role. This means removing someone's personal data from your own device once you have completed the task at hand, whether this is collecting tech from a donor or making a delivery. If you have a question about data, please contact Moses.

2. Watch and understand the volunteer training video. This covers the guidelines that apply to all volunteers at Screen Share, as well as those specific to each role. If you are ever unsure about anything, ask don't guess.

3. Act responsibly and sensitively around fellow volunteers, donors, members of the public, and anyone else you come into contact with while volunteering for Screen Share. Make sure to be sensitive with your words and appreciate that we are a diverse team with diverse experiences. We have a zero tolerance policy towards racism, sexism, or discrimination of any form. If you experience this, please contact a Screen Share director.

4. If you are asked to interact with a refugee recipient, for example for a delivery of tech, it is important that you limit all interaction to the purposes of delivery only. This is because Screen Share cannot conduct an enhanced DBS certificate for you. Keep the boundaries strict by explaining who you are and that you are there for a delivery only. For more guidance on these interactions, make sure that you watch the training video or ask your team lead if you have any questions or concerns.

5. Some of the most vulnerable and disconnected people in the country are relying on us to stick to our commitments, so we ask volunteers to do the same. The volunteer model at Screen Share is a commitment-based one - the volunteer agrees to spend a certain amount of time per month on Screen Share activities and does as much in that time as possible. Be honest in your time-commitment and be clear and responsive with how you're getting on with it. You can change it if circumstances change, but this needs to be agreed

with the project coordinator. In order for our project to work, we need volunteers to treat their contributions as unpaid work, rather than a friendly favour. For this reason, we ask you to volunteer for Screen Share for at least 3 months.

6. Let your team lead (or another core team member) know if you have any concerns, problems, or feedback.


In return, Screen Share will create a positive, supportive, friendly and respectful environment for all volunteers. We will respect and listen to your feedback, even and especially when it is critical. We'll do our best to work your ideas into our model and processes, and we'll be transparent about how Screen Share works and your role within it.

We promise to make you feel welcome in our growing community, share in our success and identify the change you are making for Screen Share recipients. We will treat any issues or challenging situations you may experience with the fullest extent of concern, confidentiality and severity.

—-------------------------------------------------------------------------------------------------------------

Name:


I commit to ……. hours per month volunteering for Screen Share


Signed:


Date: