



GREEN SOD LAND TRUST LIMITED

CONFIDENTIAL CONTRACT OF VOLUNTARY SERVICE Between Green Sod Land Trust Limited and Volunteer

1. Purpose

This agreement is intended to outline the terms and conditions for the provision of IT volunteer services by _____ to Green Sod Land Trust Limited (“the Trust”).

2. The Trust’s Rights and Responsibilities

The Trust has the exclusive right and sole responsibility to plan, organise and manage its operations in order to achieve and maintain the goals of the Trust.

The Trust retains the sole and exclusive right to direct its Volunteers. This includes the right:

- To plan
- To direct
- To schedule and control all operations
- To schedule and assign work to specific volunteers
- To sub-contract as necessary
- To determine/negotiate working hours
- To determine the means, methods and process of service

3. The following Terms and Conditions of your engagement with the Trust.

- a. You shall commence your work with the Trust on the ___ day of _____ 20__.
- b. It is intended the volunteer’s services will be provided for an initial period of one year.
- c. You shall to the best of your ability provide IT services to the Trust and in consideration of you providing the Trust with the said services the Trust shall if requested provide references and testimonials to third parties on your (the volunteer’s) behalf.

d. This Agreement can be terminated by either party by giving fourteen days written notice to the other party.

e. **Confidentiality**

You hereby agree that you shall not, at any time, during your engagement with the Trust except in so far as it is necessary and proper in the course of your engagement, or anytime thereafter, disclose to any person any confidential information or any other information concerning the practises, business dealings or affairs of the Trust, or any of its donors or clients, or, as to any other matters which may come to your knowledge by reason of your work with the Trust. The terms confidential information or any other information concerning the practises, business dealings or affairs of the company, or its donors or clients are agreed and are understood to mean, for the purposes of this agreement, any knowledge or information which could only have been gained from working with and within the Trust. This is specifically relevant to the Trust Database, practises and procedures etc... Copying, downloading or any other methods of transferring of the Trust's information is included in this Confidentiality Clause. Should this agreement be terminated, for whatever reason, all files, other programmes or other records processed, developed, purchased instigated under the banner of Green Sod Land Trust will be returned to the Trust.

f. All files, records, documents, correspondence, notes, faxes, E-mails associated remain the property of Green Sod Land Limited and will not be removed from the Trust's premises without the authorised permission from the Board of the Trust.

g. All photographs/images promotional material, prepared by or of the volunteer are the property of the Trust

I give permission to use any photo of me for the promotion of the Trust

Yes	No
_____	_____

...including Facebook

_____	_____
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Please indicate acceptance of this Agreement for the provision of Volunteer Services by signing both copies and returning one to the Trust.

ACCEPTANCE

I, _____ accept all the terms and conditions set out in this Agreement and agree to abide by its contents.

Signed: _____
(Volunteer)

Date: _____

Signed: _____
On behalf of Green Sod Land Trust

Date: _____