

ISEP Volunteer Agreement (view only)

Thank you for your interest in volunteering with ISEP and for choosing to dedicate time to ISEP's networks, committees and specialist interest groups. If you have any queries at this stage please get in touch at volunteer@isepglobal.org or for Global Networks please use globalnetworks@isepglobal.org.

Once you have been successful in your application to become an ISEP volunteer, we will then invite you to complete this Volunteer Agreement form to review and sign. This is not a legal agreement, it sets out our expectations and it is binding on honour alone. You will then receive an introduction to the Network and volunteering with ISEP.

Volunteers are part of ISEP's voice and member engagement across the world. They champion the work of members and help create the partnerships needed to support the shift to a sustainable economy.

Volunteers are an important and valued part of ISEP. We appreciate that you've chosen to volunteer with us. We will do our best to make your volunteer experience enjoyable and rewarding. We aim to be flexible and supportive and we believe that the volunteer relationship is built on trust and mutual understanding.

This document sets out

1. Guidelines for volunteering and your responsibilities.
2. Principles, expectations and support.
3. The benefits to you of becoming an ISEP volunteer.
4. Volunteer Agreement signature.

Guidelines for volunteering and your responsibilities

The basic responsibilities for volunteers

1. Attend meetings with your ISEP contact or volunteer group, depending on your volunteer role (please inform them if you are unable to attend).
2. Attend briefings and training that ISEP recommends for you (this will vary, depending on the volunteer opportunity).
3. Meet agreed time commitments and give reasonable notice when you're not available so that arrangements can be made.
4. Maintain good lines of communication with your ISEP contact.
5. Please contact ISEP if you wish to make a complaint.

Principles, expectations and support

1. Aim to attend the majority of virtual meetings per year, depending on the group that you are volunteering for.
2. Strive for the best that you can do and complete your volunteering activities with dedication and commitment.
3. Be positive about and support the work of ISEP and be mindful of your role as an ambassador of ISEP.

4. Be reliable, responsive and responsible, and inform your ISEP contact of any activity you are involved with as an ISEP volunteer.
5. Follow and operate within the policies and procedures of ISEP, including Health and Safety, Equality, Diversity and Inclusion, Expenses, Data Protection and GDPR, Safeguarding, and any forthcoming policies or documentation. These documents are linked from [the Volunteer Hub](#).
7. Maintain confidentiality of ISEP's activity, the people in our care, our team and our procedures.
8. Read and agree to the volunteer Social Media Policy and volunteer policies, linked from [the Volunteer Hub](#).
9. Volunteers are at all times responsible for ensuring that their actions comply with all laws and regulations in force in the jurisdiction in which they operate.
10. Develop and maintain good relationships with other volunteers, staff and members.
11. Provide open and honest feedback, whilst respecting the views of others.
12. When representing ISEP as a volunteer, we ask that you abide by our [ISEP Code of Professional Conduct](#).
13. Where relevant, we ask that you follow the ISEP branding guidelines and Digital Accessibility Checklist, which are linked from [the Volunteer Hub](#).

Expectations and support from ISEP

1. A named contact at ISEP for queries and general support.
2. Induction information, including how the Institute works.
3. ISEP will provide onboarding information for volunteers, as well as training on how to represent ISEP externally at events or meetings.
4. Appropriate resources and support for your activities.
5. Volunteering insurance for volunteers whilst undertaking voluntary work on behalf of ISEP.
6. Updates on how your volunteering activities are making a difference.
7. Reimbursement of expenses incurred in volunteering activities which shall be reviewed by ISEP, such as reasonable travel expenses to an ISEP event at which you are volunteering.
8. All ISEP volunteer expenses must be agreed in writing with your ISEP contact in advance of spending.
9. Updates of changes to any relevant ISEP or volunteering policies.

The benefits to you of becoming an ISEP volunteer

Recognition

1. LinkedIn credential and volunteer badge.
2. Access to designated volunteer events.
3. Opportunity to add your bio to the relevant webpage.
4. Recognition by ISEP of your volunteer input.
5. ISEP will send a reference to confirm your volunteer period upon request (if required). This is subject to you upholding the Principles and Expectations as set out in this Agreement.

Visibility and profile

1. A volunteer profile that is visibly associated with a globally recognised sustainability and environment body.
2. Adding value to the environment and sustainability community.
3. Opportunity to create a lasting impactful legacy.

Personal development

1. Development of transferable skills in different settings and with a variety of stakeholders.
2. CPD hours and experience to support your professional membership journey.
3. Increased knowledge and networking opportunities.

We thank you again for choosing to dedicate your time volunteering for ISEP's Networks and we look forward to you beginning your volunteer journey with us.

Termination

ISEP may at any time terminate your role as an ISEP volunteer with immediate effect by giving written notice to you if you do anything which, in the reasonable opinion of ISEP, damages or is likely to damage the good name of ISEP, causes or is likely to cause ISEP to lose its good reputation or otherwise brings or is likely to bring the name of ISEP into disrepute.

Upon ISEP terminating your role as an ISEP volunteer, you will immediately cease to hold yourself out as an ISEP volunteer, return to ISEP any ISEP resources or materials that ISEP has provided you with and shall remove any ISEP credential and/or volunteer badge from your LinkedIn and other social media.

Data Protection

We are committed to protecting your privacy and security. Whenever you provide personal information, we will treat it in accordance with our Privacy Policy (<https://www.isepglobal.org/legal/privacy-policy>) and current GDPR legislation. We respect your privacy and will not sell/provide your personal data to any third parties. *By completing and returning this form, you give us permission to store your data in our secure CRM and to contact you regarding volunteering opportunities.

You should also familiarise yourself with the Company's Privacy Policy in regards to data processing undertaken by you in your capacity as an ISEP Volunteer and by signing this agreement you agree to abide by our data protection policy as set out in the Privacy Notice.

Jurisdiction

ISEP is an organisation registered in Companies House in England and Wales and subject to the law of England and Wales.