

# G. Letter Of Agreement Template

## Letter of Agreement Template (Business)

Date:

To: [insert name of organisation]

This letter outlines the terms of agreement between [the not-for-profit organisation] and [the business].

This agreement covers a single / ongoing volunteering activity taking place on [insert date].

[Insert a description of the nature of the volunteering activity.]

### Safety and Supervision

We confirm that prior to our employees commencing the activities you will:

1. Advise them of any risks, and of the safety procedures, relevant to the activities; and
2. Conduct an information session and training for our employees; and
3. Take all reasonably practicable steps to ensure that the workplace is safe and without risks to health and safety.

You will also supervise, manage and co-ordinate the activities and ensure you provide a safe working environment for our employees, as your volunteers.

We will indemnify you if one of our employees is injured while engaging in the activities subject to our right to recover damages from your organisation to the extent of your liability at common law or in statute, for example, where the injury has been caused or contributed to by negligence or breach of statute of your organisation or its employees, contractors or volunteers.

OR

[If the activities will be regarded as arising within the course of employment for purposes of workers' compensation]

As we consider this volunteering activity as being within the course of employment for our employees, if one of our employees is injured while engaged in the activities, we will accept liability for workers' compensation.

### Third-party injury or damage arising from an employee

If there is damage to property or injury to another person that is caused by or contributed to by the negligence of one of our employees, as your organisation is controlling our employees, your organisation may be liable for the damage to the property or the injury under common law and statute.

### Insurance

We have confirmed that your organisation has in place insurance that covers injury to or by volunteers, and public liability insurance.

### Communication

Contact persons for the Agreement shall be [insert names and job titles from both the not-for-profit organisation and the business]. Communication will be by email or phone as required.

[If applicable]

This agreement is subject to the terms of the agreement and responsibilities outlined in the attached matrix.

The business shall notify the not-for-profit organisation within [agreed number of working days] if there are changes to the number of volunteers who are able to attend. The not-for-profit shall notify the business within [agreed number of days] if there are any changes to the volunteering activity.

This agreement is signed on the [insert date]:

Yours sincerely

Representative business

Representative not-for-profit organisation

## Letter of Agreement (Not-for-profit)

Date:

To: [insert name of organisation]

This letter outlines the terms of agreement between [the not-for-profit organisation] and [the business].

This agreement covers a single / ongoing volunteering activity taking place [insert date].

[Insert a description of the nature of the volunteering activity.]

### Safety and Supervision

We confirm that prior to your employees commencing the activities we will:

1. Advise them of any risks, and of the safety procedures, relevant to the activities; and
2. Conduct an information session and training for your employees; and
3. Take all reasonably practicable steps to ensure that the workplace is safe and without risks to health and safety.

We will also supervise, manage and co-ordinate the activities and provide a safe working environment for your employees, as our volunteers.

You have agreed to indemnify our organisation if one of your employees is injured while engaging in the activities subject to your right to recover damages from our organisation to the extent of our liability at common law or in statute, for example, where the injury has been caused or contributed to by negligence or breach of statute of our organisation or our employees, contractors or volunteers.

OR

[If the activities will be regarded as arising within the course of employment for purposes of workers' compensation]

As you consider this volunteering activity as being within the course of employment for your employees, if one of your employees is injured while engaged in the activities, you have agreed to accept liability for workers' compensation.

### Third-party injury or damage arising from an employee

If there is damage to property or injury to another person that is caused by or contributed to by the negligence of one of your employees, as our organisation is controlling your employees, our organisation may be liable for the damage to the property or the injury under common law and statute.

### Insurance

We confirm that our organisation has in place insurance that covers injury to or by volunteers, and public liability insurance.

### Communication

Contact persons for the Agreement shall be [insert names and job titles from both the not-for-profit organisation and the business]. Communication will be by email or phone as required.

[If applicable]

This agreement is subject to the terms of the agreement and responsibilities outlined in the attached matrix.

The business shall notify the not-for-profit organisation within [agreed number of working days] if there are changes to the number of volunteers who are able to attend. The not-for-profit shall notify the business within [agreed number of days] if there are any changes to the volunteering activity.

This agreement is signed on the [insert date]:

Yours sincerely

Representative not-for-profit organisation

Representative business

## Matrix

Task	Responsibility	Time-line	Process

The template letters of agreement and matrix are based on those that appear in the publication *Insurance & Risk Management for Corporate Volunteers* (available at [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)) and those used by Volunteering Queensland.