

The Greyhound Adoption Program (GAP), together with Greyhound Racing Victoria (GRV) greatly value the contribution from volunteers. It is important to us that you have a safe and positive experience. This document outlines what you can expect in your volunteer role with GAP, and what we expect from our volunteers. This agreement must be read and signed by volunteers before they begin their role. It is additional to the following documents, which are available on the GAP website and application form:

- Foster Care Agreement (applies to Foster Carers only)
- Foster Care Plan (for each Greyhound fostered)
- Volunteer Work Health and Safety (WHS) Policy & Procedure
- Volunteer Role Descriptions
- Volunteer Engagement Policy

1. Volunteer Responsibilities

- 1.1 You understand that your engagement with the Greyhound Adoption Program (GAP) is on a voluntary basis and you will not receive payment for your work. GAP appreciate that volunteers may incur expenses in the course of their work. We may reimburse reasonable expenses where prior arrangement has been made with a supervisor. These reimbursements can only be made upon production of a valid tax receipt.
- 1.2 If animals are not supervised or safely contained, they may damage personal property by scratching, chewing, soiling, etc. It is the responsibility of volunteers in all roles to ensure animals (either owned by you or by GAP) are kept in a safe and secure environment whilst under their care. GRV or GAP cannot be responsible for damage, loss, or theft of personal property.
- 1.3 Volunteers agree to only undertake duties they are authorised to perform under the direction of nominated staff, and follow all reasonable directions and instructions.
- 1.4 Volunteers representing or working for GAP are required to read and comply with relevant policies.
- 1.5 Volunteers authorised to be accompanied by minors understand that they remain responsible for their supervision, and that minors are also expected to abide by this code of conduct when representing GAP alongside their adult parent or guardian.
- 1.6 GRV requires all volunteers to undergo a Criminal Records Check at our expense. We reserve the right to refuse a volunteer application on the basis of any findings that may directly compromise your ability to perform the role for which you have applied.

It is required by law that any volunteer whose role requires them to directly engage in unsupervised child-related work, must undertake a Working With Children Check. A GAP volunteer may be required to under a Working With Children Check if their role ever requires them to interact unsupervised with children or vulnerable adults on a regular basis. GRV is committed to protecting the privacy of our volunteers and is required by law to keep the findings of these checks confidential.
- 1.7 GAP requests volunteers to be open and honest in their dealings with GAP, and speak to relevant staff if we can improve our volunteer program and the support that volunteers receive from GAP.
- 1.8 Volunteers are expected to behave appropriately and courteously to all staff, clients, racing industry stakeholders, and members of the public whilst undertaking their role.
- 1.9 Any property or equipment provided for you should be used safely, and only for purpose intended. Relevant training for the use of equipment will be provided to volunteers, and equipment should be returned if you cease your engagement with GAP.
- 1.10 Volunteers agree to take reasonable care of their own health and safety, and that of others; to read and abide by the Volunteer Work Health and Safety Policy and Procedure; and to attend any relevant training.

2. Volunteer Rights

- 2.1 As a volunteer, you can expect to receive an induction session orientating you to the organisation, and outlining work, health, and safety procedures relevant to your role and location. Volunteers will be provided with ongoing training and support relevant to their role, which they are expected to complete.
- 2.2 GRV has a legal obligation and a duty of care to ensure the safety of volunteers whilst undertaking their work for us. It is important for volunteers to provide accurate details to GRV so we can assess your suitability for a role. Volunteers should raise any safety concerns with a supervisor as soon as practical.
- 2.3 Each volunteer role has a written description outlining the main duties required. These role descriptions are available on the GAP website, within the volunteering section.
- 2.4 Volunteers have the right to work in an environment free from harassment, and to have access to a confidential grievance procedure (outlined below). Volunteers may also access Greyhound Racing Victoria's Employee Assistance Program.

- 2.5 Volunteer recruitment is conducted in accordance with anti-discrimination law. GAP encourages the participation of diverse cultures, and makes accessibility and equality-based adjustments for volunteers where possible within operational requirements. Volunteers requiring adjustments are invited to discuss these with GAP's volunteer management staff.
- 2.6 Volunteers are provided with insurance cover for public liability and personal accident (to the age of 75) whilst undertaking approved work for GRV under the Greyhound Adoption Program.

3. Volunteer Grievance Process

- 3.1 Volunteers undertake work of their own will. Volunteers or GRV may end the relationship at any time by observing the following steps.
- 3.2 GAP encourages volunteers to first raise concerns preventing them from undertaking or enjoying their work with either an immediate supervisor, the Volunteer & Foster Care Manager, or the GAP Re-homing Manager. Volunteer concerns will be heard equally, and staff will endeavour to resolve the situation in a timely manner, insofar as possible.
- 3.3 If a volunteer engages in inappropriate conduct, they will be invited to discuss this behaviour confidentially with a Manager. Examples of such conduct include acting against the responsibilities outlined in this policy; or the instructions of staff members. If this behaviour continues, GRV may escalate the process to a senior manager or choose to terminate the engagement of a volunteer immediately upon written notification of such outcome.
- 3.4 If a volunteer engages in serious misconduct, their role may be terminated immediately without warning. Such conduct includes actions that seriously endanger other staff or members of the public, theft or vandalism of GAP property, drug use or violence.

4. Media Policy and Consent

- 4.1 Unauthorised volunteers must not comment to the media (including social platforms) in relation to GRV or GAP related issues whilst undertaking their duties or representing GRV or GAP in any way. This is to avoid possibility of remarks being made, whether intended or otherwise, that could be misconstrued and/or taken as GRV's official position on the issue in question.
- 4.2 GAP receives primary funding from GRV and supports a sustainable racing industry, where integrity and Greyhound welfare are the highest priority. Volunteers involved in anti-racing activities, either through attendance at events or public comments, must not do so whilst representing GRV or GAP in any way. When representing GAP to the public, volunteers are asked to remain fair, objective, and impartial. Volunteers are requested not to participate in anti-racing activities at GRV venues or events (during or outside their volunteer work). Volunteers who do so may be subject to the grievance procedure.
- 4.3 Volunteers authorise the use of any photographs or media taken in which they are represented, for promotional or marketing activities of the Greyhound Adoption Program. Any such media remains the property of GRV. Volunteers wishing to opt-out of this consent should speak to the Volunteer Manager.
- 4.4 Volunteers agree to maintain any confidential information they may access in the course of their work.

Volunteer Full Name ▶

FULL NAME (PRINT)

Signature ▶

Date ▶

DATE / MONTH / YEAR