

**PLEASE READ THE FOLLOWING AGREEMENT VERY CAREFULLY BEFORE SIGNING AS IT AFFECTS YOUR LEGAL RIGHTS.**

I \_\_\_\_\_ as a McGill Student for The Open Door Montréal (MSTODM) volunteer at The Open Door/La Porte Ouverte Montréal hereby agree to the following terms and conditions associated with my position as part of MSTODM.

Work & Code of Conduct:

1. I acknowledge that the work performed is on a volunteer basis and that there is no employment relationship with the University. I am not entitled to receive a salary, remuneration or employee benefit. Volunteer services do not constitute a guarantee or promise of future employment, nor do they entitle me to greater consideration for any future employment opportunities.
2. During the duration of this contract, I will communicate with the Vice President of Scheduling to sign up and punctually attend at least 2 shifts per month.
3. If I must cancel a scheduled shift, I will contact the Vice President of Scheduling at least 24 hours before the shift start time.
4. I acknowledge that I have read and understood the volunteer handbook/will abide by the code of ethics.
5. I agree to work under the assigned supervisor's direction and follow the rules, regulations and expectations of MSTODM and The Open Door/La Porte Ouverte Montréal as detailed in training sessions.
6. I will defer to intervention workers and staff while at The Open Door/La Porte Ouverte Montréal.
7. I will communicate with intervention workers and staff if I have any questions/concerns while on shift at The Open Door/La Porte Ouverte Montréal. I am responsible for notifying intervention workers and staff about any observed incidents/crises.
8. While on shift I will never: consume alcohol, use any non-medicinal drugs, nor arrive for a shift under the influence.
9. I will be courteous to all staff, clients and other volunteers – while representing MSTODM in an upstanding manner.

Strike System:

10. I agree that if any of the terms mentioned in this contract are violated, I may be asked to leave the organization or may receive a strike.
11. I am aware that if three strikes are reached, my volunteer status will be terminated.
12. I acknowledge that a strike will be received following any of the infractions mentioned in Article 10 Subsections 10.1 & 10.2 of the MSTODM Constitution.
13. I acknowledge that I have received an electronic copy of the MSTODM Constitution.

Assumption of Risk:

14. I acknowledge that there may be risks associated with or related to the duties described above.
15. I agree that the Students' Society of McGill University, McGill University, and the MSTODM executives will not be responsible for any injury or loss I incur during any shift for The Open Door/La Porte Ouverte Montréal. These risks include but are not limited to: injury or loss arising as a result of any act or omission by a MTSODM member, volunteer, staff, client, or member of the general public, and injury or loss caused directly or indirectly by any equipment provided by McGill Students for The Open Door Montréal.

Confidentiality:

- 16. I acknowledge that, in the course of performing my volunteer duties, I may have access to information that may be confidential.
- 17. I agree to keep any information acquired from clients within The Open Door/La Porte Ouverte Montréal or MSTODM executives. Such information may include but is not limited to: client and volunteer names, information about clients and other volunteers and events which occurred during shifts. I will not ask or pry for information from clients that they are not comfortable sharing.
- 18. I will observe and comply with the University’s rules and regulations respecting confidentiality. This duty to protect confidential information extends beyond the termination of my association with the University.

University Policy & Procedures:

- 19. McGill University has various policies in place promoting a safe environment for its members. I agree to abide by all University policies, guidelines, and procedures.
- 20. I understand that my obligations, commitments and understandings set forth in this agreement are important to ensure the integrity of the University and as a result, a breach of this agreement may result in the immediate termination of the volunteer agreement.

Personal Information:

- 21. By signing this agreement, I consent to the use of my personal information (name and image) for the purpose of facilitating my work and for MSTODM promotional use. I am aware that if I do not consent to the collection and use of my personal information for these purposes, I must inform the University in writing.

Both parties hereby confirm that they each requested this agreement be drawn up in English.

**I have read, understood and agree to the above terms and conditions in regard to waiver, volunteer handbook, and release of liability, and confirm that I am signing this document freely, having been fully informed as to its content and implications.**

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MSTODM Executive Signature: \_\_\_\_\_

Date: \_\_\_\_\_