

FACULTY OF FORENSIC & LEGAL MEDICINE

of the Royal College of Physicians of London



Registered Charity No 1119599

Volunteer Agreement

This agreement sets out the principles that apply to volunteers working with the Faculty of Forensic & Legal Medicine (FFLM). It is not a contract of employment and does not create a legal relationship of employment between the FFLM and the volunteer.

1. Purpose of the Role

Volunteers contribute their time, expertise, and experience to support the aims and activities of the FFLM. The specific purpose, duties, and reporting arrangements for each volunteer will be set out in the relevant volunteer role description.

2. What Volunteers can expect from the FFLM

The FFLM will:

- provide clear information about the organisation's mission, structure, and policies
- offer guidance and support through the relevant staff member or committee chair
- treat volunteers with respect, fairness, and professionalism
- ensure that volunteers are not subject to discrimination or harassment
- reimburse reasonable pre-approved expenses in line with the FFLM's expenses policy
- provide appropriate recognition of volunteers' contributions.

3. What the FFLM expects from Volunteers

Volunteers are expected to:

- carry out their role responsibly and in line with FFLM's values, policies, and procedures
- maintain appropriate standards of behaviour and integrity
- work collaboratively with staff, officers, and other volunteers
- respect confidentiality and data protection requirements
- represent the FFLM positively and avoid any action that could bring the organisation into disrepute
- notify their FFLM contact if they are unable to continue or complete their volunteer commitment.

4. Intellectual Property and Confidentiality

All materials, documents, data, designs, and other outputs created by volunteers in the course of their work for the FFLM are the property of the FFLM. Volunteers assign to the FFLM all intellectual property rights arising from such work and agree that the FFLM may use, adapt, reproduce, and publish these materials at its discretion. Volunteers may not use or share such materials for any other purpose without the prior written consent of the FFLM. Volunteers must also treat as confidential all information obtained through their work with the FFLM that is not publicly available. This includes but is not limited to personal data, internal discussions, draft documents, and any information relating to FFLM members, staff, or partners. Such information must not be shared, copied, or used for any purpose other than authorised FFLM activities, during or after the period of volunteering, without the prior written consent of the FFLM.

5. Data Protection

The FFLM will hold and process personal information about volunteers in accordance with data protection law and its Privacy Policy. Volunteers' details will be used only for purposes connected with their volunteering role and will not be shared with third parties without consent unless required by law.

6. Expenses

The FFLM will reimburse reasonable expenses in line with the FFLM's Expenses Policy. Volunteers must provide valid receipts for all claims, within six months of the event, meeting etc.

7. Health, Safety and Wellbeing

The FFLM is committed to ensuring a safe environment for all who work with or on behalf of the organisation. Volunteers must take reasonable care of their own health. They must follow any relevant FFLM guidance or procedures when attending meetings, events, or carrying out activities on behalf of the organisation.

8. Conflict of interest

Volunteers must declare any actual or potential conflict of interest that arises in the course of their work with the FFLM and follow any direction given to manage or avoid that conflict.

9. Ending the arrangement

Either the volunteer or the FFLM may end the arrangement at any time. Wherever possible, both parties should give reasonable notice.

The FFLM may ask a volunteer to step down where there are concerns about conduct, capability, or organisational fit, following a fair and proportionate process.⁷

10. Acknowledgement

This agreement is intended to set out a clear and fair understanding of the volunteer relationship. It does not create a contract of employment or confer any legal rights or obligations of employment.

Signed for and on behalf of the Faculty of Forensic & Legal Medicine

Name:

Signature:

Date:

Signed by the volunteer

Name:

Signature:

Date: