

IT Without Borders Limited - Volunteer Terms and Conditions

Thank you for expressing interest in undertaking voluntary work with IT Without Borders Limited (ITWOB). We are pleased to have your assistance and hope you enjoy your time volunteering with us.

These terms and conditions set out your responsibilities as a volunteer and the other terms and conditions on which you agree to be a volunteer.

1. Your responsibilities as a volunteer

The hours of work you undertake for ITWOB will vary depending on demand for our services and your availability.

1.1 Confidentiality

During the course of your volunteer work, you will have access to information which you will be required to keep confidential. You must not use or disclose any confidential information, however communicated or obtained, related to or connected with the affairs and operations of ITWOB and its clients, which you are exposed to while acting as a volunteer. In these circumstances, "confidential information" includes anything you read on our internal systems including the central routing system and any information, including health records, belonging to our clients that you are privy to when providing services to our clients. It does not include information that is in the public domain.

By signing the acknowledgement clause at the bottom of this letter, you agree that you will not use or disclose confidential information to any person outside of ITWOB without the consent of ITWOB. You agree that you will only use this information in the course of carrying out your duties and not for your personal benefit or the benefit of any person not entitled to the information.

2. Remuneration

As a volunteer, you are not entitled to payment of any remuneration for any work you undertake for ITWOB. There is no employer/employee relationship between you and ITWOB in respect of your volunteer position.

3. Term and termination

3.1 Termination

You may terminate this agreement at any time by giving reasonable notice. Where possible, if you intend to terminate your involvement with ITWOB, please give us two weeks notice.

ITWOB may terminate this agreement at any time on two weeks notice, or may terminate immediately if you breach any term of the agreement or any policies or procedures (as determined by ITWOB).

3.2 Return of property

When you stop being a volunteer with ITWOB, you must return all property of ITWOB to ITWOB. This may include an access passwords that may have been given to you.

Please confirm your acceptance of the terms and conditions set out in this agreement by signing and returning the enclosed copy of this letter to ITWOB. Please retain the original for your own reference. This letter forms the entire agreement between yourself and ITWOB and supersedes all prior arrangements, agreements and understandings.