

G. Letter Of Agreement Template

Letter of Agreement Template (Business)

Date:

To: [insert name of organization]

This letter outlines the terms of agreement between [the not-for-profit organization] 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 damage from your organization 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 organization or its employees, contractors or volunteers.

OR

[If the activities will be regarded as arising within the course of employment for purposes of worker's 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.