



## **Repowering Intern Agreement**

Interns are an important and valued part of Repowering. We hope that you enjoy your internship with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we expect from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

## We, Repowering will

- introduce you to how the organisation works and your role in it and discuss your training needs and assist you where possible to meet them
- provide a supportive and positive environment that ensures you enjoy your volunteering
- treat you with respect and courtesy
- adhere to our equal opportunities principles as defined in our volunteer policy.
- provide you with relevant and up to date information
- provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us. Your manager's/supervisor's name is [
- reimburse expenses according to our expenses policy
- insure you against injury you suffer or cause due to negligence (adequate public liability insurance)
- apply our grievances procedure if there is any problem.

## I, [

## ], agree to do my best:

- to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- to follow Repowering's rules and procedures, including health and safety, data protection and equal opportunities and confidentiality
- to support our aims and objectives
- to reach a shared understanding with us summarising your role and commitment
- to be open and honest in your dealings with us
- to treat fellow volunteers and staff with courtesy and respect
- to let us know if you wish to change the nature of your contribution
- to let us know if we can improve the service and support that you receive.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Intern Signature:	Date:
Repowering	Date:





Emergency contact details	
Name:	_Relationship to you:
Address:	
	_Telephone no: