



VOLUNTEER AND WORK PLACEMENT AGREEMENT

490 11/10

Name _____

Address _____

Service _____

Type Volunteer Work Placement

PART 1 - CONFIDENTIALITY AGREEMENT

I am entering into a relationship with or providing services to The Young Men’s Christian Association of Brisbane and/or Y-Care (South East Queensland) Inc. or other related bodies corporate from time to time, hereinafter referred to as “the YMCA”.

I understand that during the course of my service I will have access to information relating to the business of the YMCA, which may include (but not limited to) trade secrets, future planning, processes, products, finances, correspondence, plans, artwork, passwords, computing and financial systems, pricing, know how, techniques, developments, strategies, research, legal information, marketing, policies, procedures, methods, customer/member/staff lists and details, supplier lists, personal and private phone numbers, intellectual property and commercially valuable knowledge (“the Confidential Information”).

I undertake and agree, at all times during my service and after termination of my service:

- (a) that the YMCA is the sole owner of the Confidential Information;
- (b) that any material created or developed in the performance of my service (intellectual property) will form part of the Confidential Information and be subject to this Undertaking;
- (c) not to divulge any Confidential Information to another employee or any other person except-
 - (i) with the prior written authority of the YMCA of Brisbane; or
 - (ii) to the extent to which it is necessary in the strict course of performance of my service on the basis that the Confidential Information be kept confidential;
- (d) not to take or electronically transmit any copies of the Confidential Information; and
- (e) not to use the Confidential Information to my own account or to the account of persons other than the YMCA of Brisbane.

I understand that this Undertaking does not apply to Confidential Information already in the public domain without fault on my behalf or in circumstances where disclosure of the Confidential Information is required by law.

On termination of my service or at any other time when requested by the YMCA, I agree to deliver up to the YMCA of Brisbane all Confidential Information, documents and property of the YMCA in my possession or control. This Undertaking will survive the termination of my service. I understand that breaches of any of the above may result in disciplinary action, termination of my service or legal redress.

PART 2 – ACCEPTANCE

I acknowledge the offer of placement to the volunteer or work placement position as outlined above and advise the following:

- I agree to acquaint myself with, and comply with, all relevant laws and regulations relating to the YMCA’s business and perform my service ethically in the best interests of the YMCA and in accordance with the YMCA’s policies and procedures as outlined in the Quality Manual;
- I declare that I have provided honest and accurate information about myself;
- I declare that I am fully capable and that there are no impediments to my fulfilling the requirements of this position.

Signed: _____

Date: _____

Witness: _____

Date: _____