



Public Collaborator Agreement

This Public Collaborator Agreement is a description of the arrangement between us, (Anglia Ruskin University Higher Education Corporation), and you (the Public Collaborator) in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one. Both parties commit to the following:

Part 1: ARU

- 1. Induction and training:** To provide an induction on the work of ARU and the necessary training to assist you in meeting the responsibilities of your role.
- 2. Supervision and support:** To define and communicate the standards of our services to you and encourage and support you in achieving and maintaining them as part of your role, providing a coordinator who will have contact with you regularly.
- 3. Expenses:** To reimburse reasonable travel and subsistence expenses incurred by you in doing your voluntary work.
- 4. Policies and procedures:** To ensure we support our volunteers in respect of health and safety and equal opportunities, set out in the ARU Policies & Procedures.
- 5. Privacy:** To keep your personal information confidential and stored securely. Information gathered will be fully anonymised (see Privacy Notice).



6. Problems: To endeavour to resolve in a fair and justice manner any problems, or difficulties which may be encountered while you volunteer with us.

Part 2: The Public Collaborator

1. To help ARU fulfil its role of collecting views of people with lived experiences, using this information to help improve, design, or support the delivery of research, and ensuring ARU create social, environmental and economic changes for good through research.
2. To perform your volunteering role to the best of your ability.
3. To adhere to the organisation's rules, procedures, and standards, including confidentiality, health and safety procedures and its Equal Opportunities Policy.
4. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
5. To give permission to ARU to use images resulting from photography/filming captured within your volunteering role, for the website, social media, and other information channels, or notify PPIE Manager if consent for photography/filming is not given.

This agreement is not a legally binding contract and may be cancelled at any time at the discretion of either party. Neither of us, ARU and Public Collaborators, intends any employment relationship to be created, either now or at any time in the future.