

Halifax Cycling Coalition Volunteer Agreement

The *Halifax Cycling Coalition* (herein referred to as “HCC”) is a volunteer-run organization dedicated to improving conditions for people who ride bicycles in Halifax. This agreement sets out the responsibilities and duties for volunteers contributing to the HCC.

Privacy

As a volunteer, you may be in contact with the public and you may access people’s personal information, or be aware of confidential information as a result of your volunteer work. As a result, we ask that you read and agree to the following:

- 1) I will not disclose, or use for my personal benefit, personal information obtained through my volunteer work with the HCC;
- 2) If confidential information is disclosed to me, including but not limited to contents of the HCC strategy and draft government reports, I will not disclose it to any third parties or any HCC volunteers or members who do not have express permission to hear this information.

Public & Media

Volunteers of the HCC must recognize the organization's obligation to the public. The public has a strong interest in the cycling issues, which requires that all HCC volunteers conduct themselves in a way that engenders a high degree of respect from the public.

- 3) I will not speak to the media in my capacity as a volunteer for the HCC unless given express permission by the executive. I will direct all media enquiries to the designated media contact for the event or issue in question, or to a member of the executive. This includes answering media questions while volunteering at an outreach table, an event, or any other situation where a reasonable person would believe I am a representative of the HCC.
- 4) In my capacity as a volunteer I will not share my personal opinion with the public, and defer to stated HCC policies at all times. If the executive or the event coordinator has shared messaging objectives for a particular event or issue I will follow those objectives at all times and direct any questions to the event coordinator or an executive.

Responsibilities in the HCC

- 5) I will treat all fellow volunteers and members of the public with respect and act in a professional manner while representing the HCC.
- 6) I am a member in good standing with the HCC and will remain so for the duration of my volunteer commitments.

Legal Responsibilities

- 7) I will respect the laws of Canada and Nova Scotia.
- 8) I have read and agreed to the HCC liability waiver.
- 9) This list is not exhaustive. The HCC may terminate our relationship or seek further damages if the spirit of professionalism in this agreement is violated.
- 10) This agreement is joint and severable.

I _____ (the undersigned), agree to the above.

Date: _____

Signature: _____

Witness: _____