

University Volunteer Policy

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Access category: General

1. Background and Rationale

Nanyang Technological University, Singapore (“the University”) recognises and appreciates the positive impact that University Volunteers have in supporting the University’s mission and in doing so desires to ensure that the relationship between University Volunteers and the University is well established.

2. Scope and Application

This Policy applies to all University Volunteers and any NTU Unit that engages University Volunteers.

3. Definitions and Interpretation

NTU Unit	Any University/College/School/Centre/Department/Autonomous Institute.
Policy	Includes policies, procedures, rules, requirements and practices.
University Volunteer	Individual or company who may engage in activities, or provide services, in connection with the activities, operations or business of the University, without compensation or remuneration, for the benefit of the University or a University objective.
Volunteering	The activities engaged in, or services provided by, the University Volunteer.

If the context otherwise requires or permits, references to:

- “including” refers to “including but not limited”;
- “or” shall include a reference to “and”;
- masculine gender shall be considered as including the feminine gender; and
- singular expressions shall include plural expressions (and vice versa).

4. Who may Volunteer

To qualify as a University Volunteer, an individual or company must be willing and able to engage in Volunteering in accordance with the requirements of this Policy. If a

company intends to be a University Volunteer, the volunteers from that company must also, in their individual capacity, acknowledge and agree with the requirements in this Policy.

5. Excluded Activities

University Volunteers are generally prohibited from performing or engaging in the following activities:

- (i) operation of heavy equipment or heavy vehicles;
- (ii) making commitments for or on behalf of the University;
- (iii) supervising or having authority over University employees, students or external parties;
- (iv) using University funds; and
- (v) work that involves the handling of, or being in proximity with, hazardous sites or materials.

6. NTU Unit's Responsibility for University Volunteers

A. Selection process

The NTU Unit must ensure that University Volunteers:

- (i) are made aware of principles underlying the NTU Unit's and the University's applicable Policies;
- (ii) are assigned to and supervised by an employee of the NTU Unit;
- (iii) are approved by the NTU Unit Head or his/her designee;
- (iv) complete a University Volunteer Profile form (**Annex A**); and
- (v) have the required experience, qualification and training for Volunteering.

B. Description of Volunteer Services

The NTU Unit must complete a "Description of Volunteer Services" (**Annex B**) to outline the duties that are expected from a University Volunteer.

C. Recognition

Even though University Volunteers volunteer without the promise, expectation or receipt of compensation or remuneration, NTU Units may provide other forms of non-monetary recognition subject to the University's prevailing policies and applicable law. Examples of appropriate recognition may include appreciation lunches or certificates.

D. Release from services

The University reserves the right, at any time and for any reason, without any obligation or compensation, to release a University Volunteer from Volunteering.

7. Rights and Responsibilities of University Volunteers

- A. University Volunteers must abide by this Policy and principles underlying the University's Code of Conduct.

- B. University Volunteers are not considered employees for any purpose and are ineligible for any University benefits.
- C. Volunteering has risks. They include physical exertion, handling glass and related materials, using hot or sharp tools, exposure to dust, flashing lights, noise or disease, interacting with and being in the presence of other volunteers or visitors. The consequence of these risks may include risk of injury, illness, death, loss or damage to property, real or personal, loss of privacy, loss of reputation, nuisance, or other injuries and consequences, whether known or unknown, whether foreseen or unforeseen.
- D. In consideration of the University agreeing to Volunteering by the University Volunteer, the University Volunteer acknowledges and accepts the risks described above, and to the full extent permissible by law, waives and releases the University, its affiliates, its directors, officers, agents, employees and volunteers from any and all claims in connection with Volunteering.
- E. The University Volunteer acknowledges that intellectual property may be created whilst Volunteering, and that the University desires to retain all intellectual property rights arising from it. The University will not proceed with the engagement of the University Volunteer without the University Volunteer's agreement to assign his/her rights in any such intellectual property. Consequently, it is a precondition to Volunteering that the University Volunteer hereby irrevocably assigns and transfers to the University any and all intellectual property rights, and all actions and causes of actions related to it, which may be created, developed, acquired or contributed by the University Volunteer when Volunteering.

8. Related Legislation, Policies, Framework and Guidelines

Type	Document Title
Legislation	Personal Data Protection Act and subsidiary legislation
Policy	Code of Conduct
	Entertainment, Meals, Events, Retreats and Off-Site Meetings Policy

9. Responsible Parties and Contacts

Policy Owner: Chief Legal Officer

Responsible Office: Legal and Secretarial Office

For clarification on this policy, please contact:

Name	Designation	Email	Telephone
Joanna Foong Chi Yuen	Director	JoannaFoong@ntu.edu.sg	6514 1090

10. Approval and Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	President's Council	28 September 2022	15 October 2022	-

Annex A

University Volunteer Profile Form

Basic Demographic details	
First Name:	Last Name:
NRIC:	Age:
Address:	
Gender:	Home Tel.:
Email:	Mobile:

Education and Training
Please list any relevant education, training, skills and experience

Emergency contact		
Name	Address	Mobile

University Volunteers must:

1. comply with the University Volunteer Policy and applicable law;
2. accept the risks connected with Volunteering, and waive and release NTU, its affiliates, its directors, officers, agents, employees and volunteers from any and all claims in connection with Volunteering;
3. assign and transfer to NTU any and all intellectual property rights, and all related actions and causes of actions, which may be created, developed, acquired or contributed when Volunteering;
4. maintain confidentiality of all data and information obtained from NTU or NTU's authorised personnel;
5. observe all health and safety requirements; and
6. avoid situations which may have a conflict of interest with NTU.

University Volunteers must not:

1. act as a spokesperson for NTU without NTU's prior written permission;
2. act in any way that may create liability, adversely impact NTU's interests or bring NTU into disrepute;
3. be under the influence of alcohol and non-prescription drugs whilst Volunteering;
4. use NTU property, resources, information or funds for any purpose other than authorised uses;
5. engage in any activity that may bring harm (e.g. physical or mental) to another person or property; and
6. falsify or change any documents or records.

Medical Declaration*
Do you currently have any medical condition which could affect your health or safety or the safety of others? Yes / No
If yes, please describe:

Personal Declaration*

Do you have any record of criminal conviction or are you currently facing any criminal proceedings? Yes / No

If yes, please

describe:

Have you ever been declared bankrupt, or entered into a personal insolvency agreement?

Yes / No

If yes, please

describe:

I declare the information that I have given in this form is true and correct. By providing my details, I agree to the [NTU Privacy Statement](#). I understand and agree to all the requirements and commitments in this form.

Volunteer's Name / Signature

Date

PARENTAL ACKNOWLEDGEMENT / WAIVER (FOR VOLUNTEERS BELOW 21 YEARS OF AGE)

I, (name) _____, Parent/Guardian* of (_____ name of Volunteer _____), confirm that I fully understand and appreciate the effect of the above declaration and agree to allow him/her* to provide services as a University Volunteer.

Name of Parent/Guardian*

* Please delete accordingly

Signature

Date

Annex B

Description of Volunteer Service

(to be completed by NTU Unit and signed by the University Volunteer)

Unit:	
Date:	
Supervisor / Contact person:	
Name of University Volunteer:	
University Volunteer Title:	
Description of University Volunteer's Duties	<u>Duty 1</u>
	<u>Duty 2</u>
Specialised skills expected from University Volunteer:	
Volunteering Period:	
Notes (if any):	

_____ Volunteer's Name / Signature	
Parental Signature if the University Volunteer is under 21 years of age: _____	
	_____ Date