



## **WIT Volunteer Release of Liability and Confidentiality Agreement**

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of Women in Technology (WIT), a non-profit charitable organization, I hereby agree for myself, my heirs, assigns, executors, and administrators to release and discharge WIT and any partnering agency, its officers and directors, employees, agents and volunteers from all claims, demands, and actions for injuries sustained to my person and/ or property as a result of my involvement as a volunteer in such activities, whether or not resulting from negligence. I agree to release and hold WIT and any partnering agency or school, its officers and directors, employees, agents, and volunteers harmless from any cause of action, claim or suits arising therewith. I hereby attest that attendance and involvement in such activities are voluntary, that I am participating at my own risk, and that I have read this release's foregoing terms and conditions. I agree to release, forever discharge, indemnify, and hold WIT harmless from any claim, demand, or cause of action arising from or relating to any first aid or medical treatment rendered in connection with the activities or travel to and from locations where WIT performs service.

**Image Release.** Furthermore, I give the WIT permission to use my name and image to promote WIT volunteerism on all media fronts, including its publication, website, advertising, social media, and promotional materials. I waive any right to inspect or approve the finished product. I further consent that the materials and copyright will remain the sole property of WIT.

**Confidential Information.** All data, materials, knowledge, and proprietary information generated through, originating from, or having to do with WIT's Volunteer Program or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, whether internally between staff or outside WIT, confidential and the sole property of WIT. Confidential information also includes business information relating to WIT's plans, development models, inventions, products, services, finances, customers, members, marketing, future business and sponsorship plans, and any other information WIT identifies as confidential. It includes third-party information WIT receives in confidence, including information obtained from clients, customers, potential business partners, sponsors, buyers, and others. Program participant and attendee information is not to be disclosed to any third party under any circumstances without the written consent of WIT.

**Intellectual Property.** Copyright and any other intellectual property rights in all written material (including material in electronic format), software, databases, brands, and other works I produce during my tenure as a WIT volunteer will be owned solely by WIT, which will



have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Upon the request of WIT or termination of this Agreement, I will return all confidential information and propriety information received in written or tangible form, including copies, reproductions, or other media, immediately of such request.

**Damages.** Any disclosure, misuse, copying, or transmitting of any material, data, or information, whether intentional or unintentional, will subject Volunteer to disciplinary action, prosecution, and/or monetary damages according to the procedures set by WIT and any applicable laws.

Additionally, I agree to the following:

- My role is as a volunteer, and, as such, I will receive no financial reimbursement for services rendered.
- I have completed the required training and have been made aware of the assigned duties.
- I will bring any information or questions of a legal nature to the attention of WIT staff.
- I will not directly solicit business as part of my volunteer role.
- I recognize that any information shared with me as part of my duties as a volunteer is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations without the prior written consent of WIT.
- I will not publish, communicate, divulge, or disclose to any other personas or unauthorized third party or parties any Confidential Information without prior written consent by WIT, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned volunteer services for WIT.
- I will abide by the policies and procedures of WIT and remember that as a volunteer, I represent WIT and its mission.

**Volunteer Commitment.** We appreciate your commitment to WIT and will do our best to make your volunteer experience with us enjoyable and rewarding. We maintain high standards in how we involve volunteers and recognize the importance of volunteers to our work. To ensure you have the best possible experience, we have created this agreement, which sets out our commitment to you and what we hope you can contribute.

WIT is committed to:

- Giving you a great experience
- Being responsive to your requirements
- Providing support throughout your volunteer experience
- Explaining the standards we expect and to encourage and support you to achieve and maintain them
- Providing a named person who will be your point of contact while volunteering
- Doing our best to help you develop your volunteering role with us
- Providing training required to undertake the role
- Ensuring that all volunteers are treated fairly



- Following up on any feedback or questions you may have regarding your involvement as a volunteer

As a volunteer with WIT, you agree to commit to the following:

- Performing my volunteering role to the best of my ability
- Working as agreed in my volunteer role description
- Following the WIT’s policies and procedures
- Maintaining the confidential information of WIT
- Meeting time and other commitments as agreed, but when unable to do so, give reasonable notice (at least 48 hours) so that different arrangements can be made
- Providing references and agreeing to background checks, as required
- Return any loaned equipment when ending my volunteer assignment

**Term and Termination.** This Agreement will start on the day of signing and terminate on the 31<sup>st</sup> day of December 2024. Either Party may terminate this Agreement immediately upon providing the other Party with written notice of their intention to terminate this Agreement, which will terminate accordingly. There will be no automatic renewal of this Agreement. Volunteers wishing to continue volunteering must re-apply each year.

Signed:

[VOLUNTEER NAME]

[VOLUNTEER MANAGER NAME]

[DATE]

[DATE]