



X Block Expungement Services *a program of* RAX Worldwide Volunteer Terms and Conditions

Introduction

These volunteer terms and conditions set out what you can reasonably expect from your volunteering role within X Block Expungement Services a program of RAX Worldwide. We appreciate you volunteering with us and we are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer role

Your volunteer role will be agreed between RAX Worldwide and you. RAX Worldwide will agree with you when you are expected to volunteer, and any specific dates, times, and locations, depending on the role you have volunteered for. Your role will be an unremunerated volunteer role.

2. Induction and training

You will be provided with an induction so you can understand what we do and your role during your time with us. We will also provide training to assist you to meet the standards we expect from volunteers and to help ensure your Health and Safety. Your duty is to perform your volunteer role to the best of your ability, to comply with the duties implied by law, and to comply with all regulations, policies, reasonable requests, and instructions relating to RAX Worldwide.

3. Supervision and support

You will be provided with details of your point of contact during your volunteering with us. Please give your point of contact as much notice as possible if you are unable to volunteer when expected.

4. Code of Conduct

*You are expected to comply with the same **Code of Conduct** we ask our delegates to comply with, while you are volunteering with us. RAX Worldwide's Code of Conduct is available at www.raxworldwide.org. If you don't comply with this, we may ask you to stop volunteering for us.*

5. Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to RAX Worldwide, its employees, contractors, suppliers, volunteers, Delegates, Ambassadors, Partners or our Counsellors (including high profile individuals). You must not use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

6. Health and Safety

Your health and safety is of paramount importance when you are volunteering with us. We expect you to familiarize yourself with all relevant Health and Safety policies and procedures, and please let us know if you have any particular queries or concerns in this respect.

7. Out-of-pocket expenses

It is not expected that you will incur any out-of-pocket expenses.

8. Safeguarding

Everyone associated with RAX Worldwide has a duty to protect children, young people and adults who come into any contact with RAX Worldwide during events, award ceremonies, programs and services. In your capacity as a volunteer, should someone disclose concerning information to you, or you have witnessed, or had reported to you an incident or complaint involving the behavior of an individual in relation to another individual, which may be considered abuse or poor practice, you must report this to your point of contact or proper authorities as soon as possible.

9. Anti-bribery and corruption

The prevention, detection and reporting of bribery and other forms of corruption in relation to RAX Worldwide are the responsibility of everyone working with RAX Worldwide. You must notify your point of contact if you believe or suspect that instances of bribery or corruption have occurred or may occur in the future. Ignoring an instance of bribery may be treated as equivalent to committing the offending act.

10. Anti-money laundering

Money laundering is the process by which the proceeds of criminal or illegally obtained money are processed or spent, to create the appearance that they have come from a legal source. You must notify your manager or point of contact if you believe or suspect that instances of money laundering have occurred or may occur in the future. Ignoring an instance of money laundering may be treated as equivalent to committing the offending act.

11. Data Protection

For the purposes of the administration and management of your volunteering with us, the operation of our business and compliance with applicable procedures, laws and regulations, we will need to collect, store and otherwise process your personal data. This will be both electronically and manually (including information contained in email, email attachments and other forms of

electronic communication). We are committed only to processing your personal data (including your sensitive or “special category” data) where we have a proper reason to do so, and where that processing will not be excessive, in accordance with our legal obligations to you. Please refer to our Privacy Policy (available at www.raxworldwide.org) for further information.

By entering into this agreement, you confirm that you understand and will adhere to your obligations and responsibilities in relation to data protection compliance in the course of your volunteering with us, and comply with our Privacy Policy. This includes, but is not limited to, your handling of the personal data of our employees, contractors, suppliers, volunteers, Delegates, Ambassadors, Partners or our Counsellors (including high profile individuals).

12. Intellectual property*

You acknowledge that all Intellectual Property Rights created by you in the course of your volunteering with RAX Worldwide (whether or not during assigned volunteering hours or using RAX Worldwide premises or resources) and all Inventions and Works and all materials embodying them shall automatically belong to RAX Worldwide to the fullest extent permitted by law.

You agree that (at the request and expense of RAX Worldwide) you will do all things necessary or desirable to substantiate the rights of RAX Worldwide to each and every Invention or Work and transfer such rights to RAX Worldwide without charge.

You undertake not to attempt to register any of the Intellectual Property Rights in any RAX Worldwide Invention or Work or in or relating to any name or trade mark used or proposed to be used or reserved by RAX Worldwide or in relation to the activities of RAX Worldwide, unless required to do so by RAX Worldwide at the expense of RAX Worldwide.

You agree not to use any of the Intellectual Property Rights belonging to RAX Worldwide other than as required in the course of your employment or as otherwise authorized by RAX Worldwide.

13. Status

These terms and conditions are binding in honor only, are not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment or worker relationship to be created either now or at any time in the future arising from your volunteering activities.

By volunteering for RAX Worldwide you must have read, understood, and acknowledged that you will abide by these terms and condition, and relevant policies shared with you, and that you have the legal right to volunteer in this capacity in the country you will volunteer for RAX Worldwide. You accept these terms and conditions personally and not on the behalf of any other person.

**“Intellectual Property Rights” means patents, rights to inventions, copyright and related rights, trademarks, trade names, domain names and names registrable on social media or other internet services, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.*

“Invention” means any improvement, invention, discovery, development, process, formula, design or program which relates either directly or indirectly to the business of the Company (whether or not recorded in material form).

“Work” means any copyright work, database or design which relates either directly or indirectly to the business of the Company