

PMILOC Volunteer Agreement

Definitions

Confidential Information	Any information which is designated by PMILOC as confidential
Personal Information	Any information about an “identifiable individual”
PMILOC	The incorporated organization known as the Project Management Institute, Lakeshore Ontario Chapter
Proprietary Information	Any information which is designated by PMILOC as proprietary, such as trade secrets or research data; also considered Confidential
Volunteer	An individual who agrees to perform defined duties without remuneration or payment

Volunteer Information

Full Name (Print)	
Volunteer Role	
Portfolio (If applicable)	
Expiry Date (If applicable)	

Nature of Agreement

The position of a Volunteer with PMILOC is a volunteer position. By signing this agreement, I understand that I will perform all duties on a voluntary basis and will not receive remuneration or payment for my work. Neither PMILOC nor I, the Volunteer, intend any employment or contractual relationship to be created, i.e. I am not an employee, independent contractor or consultant of PMILOC.

What the Volunteer Can Expect From PMILOC

PMILOC values its Volunteers and will endeavour to provide you with:

- A written and/or verbal description of your Volunteer position so that the role, responsibilities and authorized tasks are understood.
- Orientation and all training necessary for your Volunteer position.
- A safe environment in which to perform your Volunteer role.
- Respect for your privacy, including keeping private information confidential.

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- A supervisor, so that you have the opportunity to ask questions and get feedback.

What PMILOC Expects from Its Volunteers

The Organization expects that all Volunteers will:

- Support PMILOC's goals and objectives and do everything in your power to promote and achieve those goals.
- Participate in all orientation and training programs.
- Only undertake authorized duties, always operate under the direction and supervision of your designated supervisor and follow all reasonable directions and instructions. · Use the assigned @pmiloc.org email address for all official Chapter business and correspondence.
- Understand and comply with PMILOC's policies and procedures.
- Behave appropriately and courteously to all members, business partners and any other party or parties with whom PMILOC has relations.
- Notify PMILOC, in due time, if you wish to change the nature of your Volunteer contribution.
- Be open and honest in all dealings with PMILOC.
- Be familiar with and comply with all laws, by-laws and regulations at all times.

Information Confidentiality and Non-Disclosure

I acknowledge that, for the purpose of fulfilling my volunteer obligations with PMILOC, I may be given access to information, material or data that is of a personal, confidential and/or proprietary nature, which includes but is not limited to: personal information related to members, sponsors, volunteers or business partners (such as names, contact information, email addresses, employment information), passwords to systems, solutions or databases used by PMILOC, trade secrets and research data, and credit card or other financial information ("Confidential Information"), for the purpose of fulfilling my volunteer obligations.

I therefore agree:

1. To hold all Confidential Information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill my Volunteer obligations, and shall not be used for any other purpose, or disclosed to any third party.
2. To keep any Confidential Information in my control or possession in a physically secure location to which only I and other persons who have signed a Volunteer Agreement with PMILOC have access.
3. To take all necessary steps to keep such Confidential Information secure and to protect

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such Confidential Information from unauthorized use, reproduction or disclosure.

4. To maintain the absolute confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
5. To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
6. At the conclusion of my volunteer term, or upon demand by PMILOC, to return all confidential information, including lists, documents, prototypes, code, written notes, photographs, sketches, models, memoranda or notes taken, to the Chapter's possession and the responsible project or portfolio manager.
7. To not disclose confidential, personal and/or proprietary information to any volunteer, consultant or third party unless they agree to execute and be bound by the terms of this agreement and have been approved by PMILOC in an official, legal capacity.

Conflict of Interest

A conflict of interest is a situation that arises when a PMILOC Volunteer is faced with making a decision that will benefit the Volunteer or another person or organization to which the Volunteer owes a duty of loyalty and/or at the same time may harm PMILOC, to which the Volunteer owes a similar duty of loyalty. The only way the Volunteer can resolve conflicting duties is to disclose the conflict to those affected and allow them to make the decision about how the Volunteer should proceed. This applies to any decision involving the awarding of a contract or commitment of PMILOC resources, receipt of gifts, in-kind support or services, reimbursement, loans, or other benefits exceeding a value of fifty (\$50.00) dollars Canadian. The onus is on the Volunteer to disclose any such potential conflict.

With respect to information confidentiality, I understand that this agreement survives the conclusion of my volunteer relationship with PMILOC.

The laws of Ontario, Canada, shall govern this Agreement and its validity, construction and effect.

I fully understand and accept my responsibilities as defined above relating to personal, confidential and/or proprietary information.

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Signature

Full Name (Print)	
Signature	
Date	

Note that typing your name on the signature line is not sufficient if you are returning your form via e mail – a copy of your digital signature needs to be affixed to the form. However, it is sufficient to create a digital signature by typing your name and adding your PMI membership number immediately after your name (for verification purposes). By placing your digital signature on this document, you agree to be bound by its terms.