

ROTARY GODALMING JOB CLUB

PURPOSE, VALUES, TERMS & CONDITIONS AND CONFIDENTIALITY

Purpose

The purpose of the Rotary Godalming Job Club (“RGJC”) is:

- To assist workers who have been made redundant or who have lost their jobs
- To provide free independent guidance to job seekers over 18 yrs old on:
 - Job searches
 - Goal setting and writing a career plan
 - C.V. and interview preparation
 - Confidence building.

Values

The RGJC subscribes to the following values:

- Treat everyone with respect and kindness
- Behave with integrity and honesty
- Uphold safety (both physical and psychological safety)
- Watch one’s words and be aware of the impact these have on others
- Maintain confidentiality
- Work collaboratively

Terms

- Facilitators are trained and will provide independent guidance but are not advisers and neither they nor the Rotary Club Godalming accept any liability for their provision of services
- Sessions offered to participants will be at the discretion of the RGJC (e.g. may be one or two group meetings and one or two 1:1 meetings with a facilitator.)
- The RGJC is not a recruitment agency, job brokerage or job referral scheme i.e. it does not look for jobs for participants, or look for candidates for employers
- No volunteer and/or facilitator at the RGJC is authorised to go beyond the purpose of the RGJC. If he/she does so in contravention, it is unauthorised and Rotary Godalming does not accept any liability as a consequence.
- All participants will be expected to join the RGJC or attend its sessions at his or her own risk. None of Rotary Godalming, its facilitators or the RGJC accept liability to the participants for any reason.
- All facilitators and participants are expected to abide by all the values of the RGJC set out above.
- The terms of the Confidentiality Agreement set out below apply to all participants.

Confidentiality Agreement (“this Agreement”)

By taking part in the Rotary Godalming Job Club (“RGJC”), any participant may share personal information and may also be privy to personal information of other participants. The RGJC has a responsibility to safeguard the privacy of all participants. The facilitators will be signing a confidentiality agreement to protect participants’ information as well.

By submitting to the RGJC application form, the participant agrees that:

1. His/her personal information may be shared with the RGJC and facilitators, and other participants may be privy to such information. The participant may be also be privy to other participants’ personal information whilst taking part in the RGJC.
2. The term “Confidential Information” under this Agreement means information that is personal and not public knowledge and includes verbal, written or electronic communication.
3. The participant agrees to keep all Confidential Information relating to other participants strictly confidential.
4. The participant understands that breach of confidentiality by the RGJC or a facilitator in relation to any Confidential Information may be justified in the public interest, when failing to do so may result in serious harm to the participant or another person.
5. This Agreement and a participant’s obligations commence from the date the participant submits his/her application to the RGJC and will continue even after his/her session(s) with the RGJC ends.
6. The participant understands that violation of this Agreement may result in corrective action. Unauthorised release of confidential information may result in personal, civil, and/or criminal liabilities.