

HONORARY AGREEMENT

Dear

We are pleased to offer you an honorary appointment with the University of Essex according to the terms set out below. This is not a paid appointment. You should read it carefully, sign and date both copies, returning one copy to the Department. The other copy is for you to retain.

1. APPOINTMENT

Your honorary appointment as

in the

will commence on

until

This is an unpaid appointment and as such, these terms do not form a contract of employment.

2. DUTIES

The purpose of this appointment is to enable you to carry out the following in an honorary capacity:

3. HOURS OF WORK

The number of hours carrying out these duties will be determined by mutual agreement between you and the Head of School/Department.

4. UNIVERSITY POLICIES AND PROCEDURES

You must abide by University policies and procedures, as set out on the University website.

5. EQUALITY AND DIVERSITY

We are committed to meeting our obligations under the Equality Act 2010, which requires the University show no discrimination as required by law on account of age, disability, gender reassignment*, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The University will always act lawfully and this may include taking action to support people with particular protected characteristics, including disability and sex. In addition to its obligations under the EA, the University shall adopt policies, practices, and procedures that define expected standards of behaviour and specify any additional characteristics, beyond those required by law, to which protection is provided, for example, in relation to political belief, social background and refugee status.

*The University's policies, practices and procedures specifically extend to all gender identities including trans, non-binary and gender non-conforming people.

Our [Equality, diversity and inclusion policy](#) sets out our approach, in the context of our institutional mission, values and objectives as set out in our Strategic Plan, our People Supporting Strategy, our Education and Research Strategies and equalities legislation.

6. SAFEGUARDING

You should familiarise yourself with the University's safeguarding guidance for visitors:

www.essex.ac.uk/staff/safeguarding/safeguarding-policy-and-guidance

7. DATA PROCESSING

By signing this agreement, you acknowledge that the University assumes the right to store and process personal data, in accordance with relevant data protection legislation.

8. HEALTH, SAFETY AND WELLBEING

The University is committed to providing a safe and healthy university. It will be expected that you carry out your activities in a manner which is safe and absent from risk to your own health and that of any other person who may be affected by your actions or omissions. Whilst on University premises you must comply with the requirements of the Health & Safety at Work Acts 1974 (including Regulations and Codes of Practice issued thereunder). Please ensure that you familiarise yourself with our emergency procedures:

www.essex.ac.uk/estates/emergencies/default.aspx

www.essex.ac.uk/estates/emergencies/fire.aspx

You must not bring in the following without prior written permission from your Head of Department:

- electrical equipment
- hazardous substances (including chemicals, biological agents, genetically modified materials)
- radioisotopes or equipment containing radioactive sources.
- lasers classed 3R, 3B and 4 or risk group 3 lamps or lamp system

Further advice on the above can be obtained from the relevant departmental health and safety officer (DHSO) or specialist safety officer.

www.essex.ac.uk/staff/health-and-safety-support/health-and-safety-department-contacts

www.essex.ac.uk/staff/health-and-safety-support/specialist-safety

9. CONFIDENTIAL INFORMATION

Subject to the protections afforded by the Public Interest Disclosure Act 1998 (the statutory protection afforded to 'whistle blowers') and any other relevant regulations, you should not use confidential information for your own benefit or disclose it to those outside of the University. Confidential information shall include, commercially sensitive information relating to the businesses, affairs, products or processes, business plans, forecast, information relating to research products, future business strategy, tenders and any price sensitive information of the University. This restriction does not apply to any information in the public domain other than by reason of unauthorised disclosure.

10. NOTICE PERIOD

The appointment may be terminated by either party giving three months' notice in writing. Termination of this arrangement will be with immediate effect if you are found to be in breach of immigration restrictions.

I accept the honorary appointment offered as set out above.

I also accept and agree to abide by the University of Essex guidelines for the use of IT facilities as detailed in

www.essex.ac.uk/it/about/guidelines/default.aspx

Signed

(on behalf of the University of Essex)

Date

Signed

(Honorary Appointee)

Date