



Little
B!G

Tribe Agreement

Welcome

We're so happy you're here!

By giving your time or hosting a community event, you're helping create a happier, healthier, and kinder community—one where loneliness has less room to grow.

This agreement is here to guide how we work together so you feel supported, safe, and confident in your role. Whether you're volunteering at the Little BIG House (LBH) or another location, we want you to know: you're part of something meaningful.

Stay connected with us

- Instagram @summerhilllittlebighouse
- Facebook @TheSummerHillLittleBIGHouse
- More info: littlebigfoundation.org

Our shared mission

The Little B.I.G. Foundation exists to reduce loneliness by inspiring communities to become more connected. Nearly half of Australians say they don't have neighbours they could call on for help—we want to change that.

Every event you host, every smile you share, and every hour you give brings us closer to our vision: a future where people live happier, healthier, kinder lives.

What you can expect from LBF

We're here to help you succeed and enjoy your experience. You can expect that:

- Your application will be fairly considered, and event proposals may be guided to best fit our mission and local needs.
- You'll receive training, resources, and information to feel confident in your role.
- You'll get support and feedback, and if needed, we'll work with you to find a role that best suits your strengths.
- We'll always aim for open, respectful conversations—if issues arise, we'll navigate them together.
- Change is constant – we are a young organisation and evolving all the time. Please understand that specific policies and guidelines are subject to change and at the sole discretion of the origination.

Safety first

We all share responsibility for creating a safe, welcoming space where everyone feels comfortable.

General safety

- You're not covered by Workers Compensation, but you are covered by Personal Accident Insurance (Voluntary Workers) for activities explicitly approved by LBF.
- If your event / program / volunteering requires instruction (physical or professional) you may be required to have your own public liability insurance. Please check if unsure.
- Follow the Venue Guide and safety protocols, and attend training where required (induction, fire safety, WHS, First Aid, CPR, Mental Health First Aid).
- Look out for your own safety and others'. Report hazards and incidents quickly, take photos if needed, and let us know straight away.
- In emergencies, call 000 immediately and move yourself and others to safety.

Respect and wellbeing

- We have zero tolerance for bullying, harassment, discrimination, violence, or abuse. If you are found to be implicated in an issue of non-respect, your volunteering / hosting may be terminated.
- It is your responsibility to look after yourself and respect your boundaries. We encourage you to look after yourself first, always.
- Stay professional, respectful, and kind at all times.

Code of conduct

How we show up

- Act with honesty, integrity, and kindness.
- Treat everyone with respect, courtesy, and inclusivity.
- Be reliable and punctual—if you can't make a shift, let your responsible person know as soon as you can.
- Dress neat and clean (smart-casual is great).
- Uphold the reputation and values of LBF.
- Use our name and resources responsibly.
- Keep confidentiality, avoid conflicts of interest, and always be truthful.
- No alcohol or impairment altering substances are permitted while volunteering/hosting.
- Illegal drug use, possession, or trafficking at LBH or events is strictly prohibited.

Intellectual property & confidentiality

- Intellectual property owned by or licensed to the Little BIG Foundation must be respected and protected at all times.

- Any intellectual property created in the course of volunteering or hosting—such as photos, documents, reports, content, or event ideas—remains the property of the Little BIG Foundation.
- Confidential information relating to the Little BIG Foundation must not be disclosed during or after involvement, except where required by law or when seeking advice from a legal advisor.

Media

- The Little BIG Foundation (or its appointed representatives) may take photographs and video footage of volunteers and hosts while carrying out their roles, and use this material for marketing and promotional purposes.
- Photos and videos taken at events or during volunteer activities may be used by the Little BIG Foundation to promote its programs and services.
- Any media supplied by you to the Little BIG Foundation becomes the property of the Little BIG Foundation.
- Only authorised representatives may speak with media.

Venue

Using the Little BIG House

- Access codes are for volunteer use only and assigned to the individual. Door access is tracked and monitored, and you could be liable for damage which occurs due to me sharing my code.
- You are responsible for the LBH when using it. It is your responsibility to discourage improper use, monitor cleanliness and safety of the venue.
- I understand that I am responsible for the safety of any personal property or vehicle used during my duties.
- Please read and follow the Venue Guide. Please note that it changes periodically.

Privacy

Our commitment to your privacy

- The LBF, a not-for-profit organisation, is committed to upholding its obligations under the Privacy Act 1988. We only collect personal information we believe is reasonably necessary to provide you with the services we offer. By providing us with this personal information, you also consent to our use or disclosure of this personal information for purposes related to the services we provide. Our Privacy Policy can be found on our website: www.littlebigfoundation.org/privacypolicy

Personal disclosures

- You must share any relevant past/current convictions or investigations, and update us if circumstances change.
- Let us know if you have health conditions that might affect your role so we can support you.
- Complete any required background checks (Police, WWCC, etc.), and renew if requested.

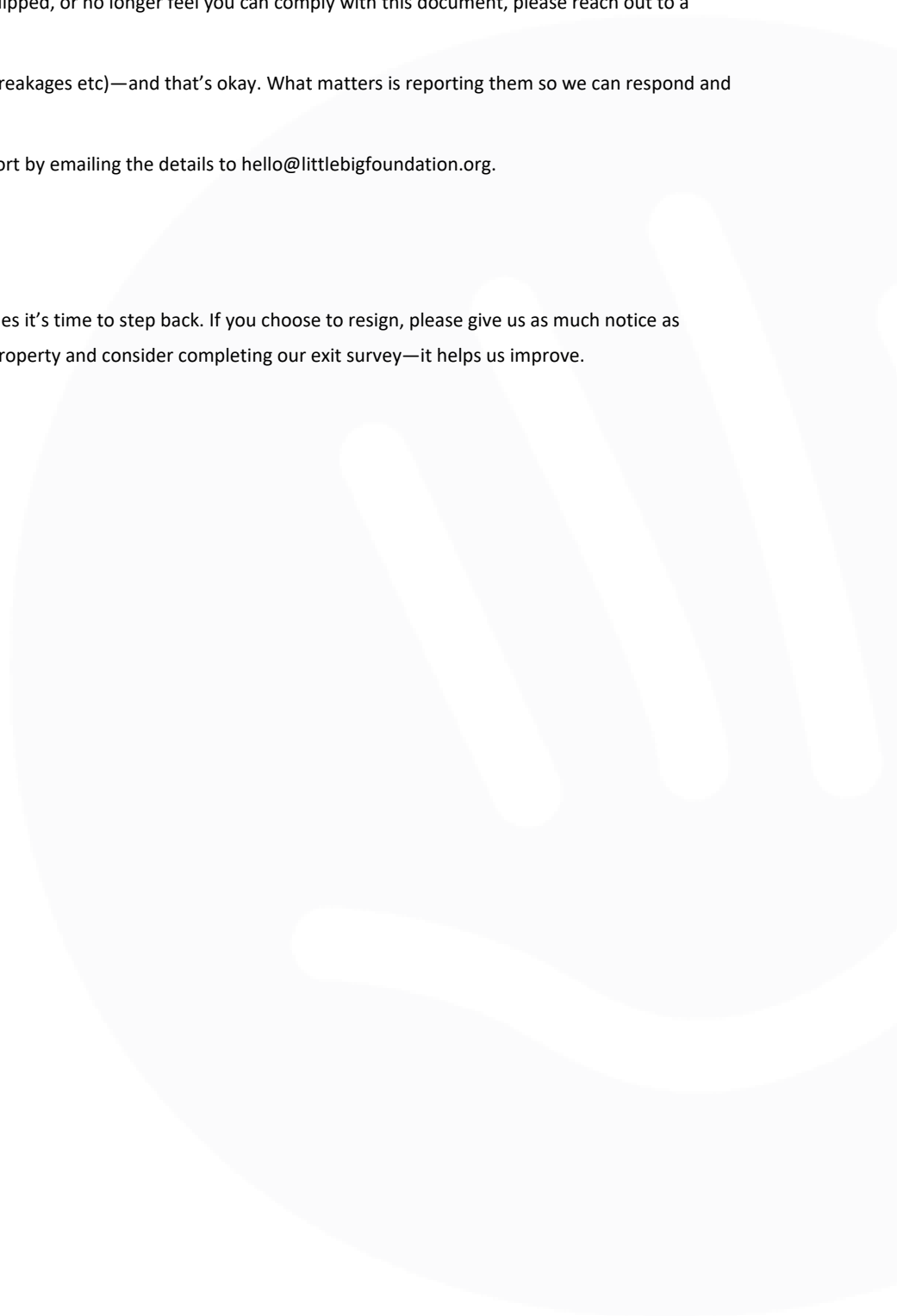
Reporting incidents

It is important to make staff aware of any issues that occur during your volunteering that related to anything in this document.

- We want your experience to be positive. If you ever feel uncomfortable, or something's not working, please talk a staff member —we'll do our best to resolve things together.
- If challenges persist, we'll explore options like extra training, supervision, or reassignment. If inappropriate behaviour continues, we may need to end a role—but our approach will always be respectful and supportive.
- If you feel unsafe or ill-equipped, or no longer feel you can comply with this document, please reach out to a staff member.
- Accidents happen (small breakages etc)—and that's okay. What matters is reporting them so we can respond and prevent them in future.
- Complete an Incident Report by emailing the details to hello@littlebigfoundation.org.

Moving on

- Life changes, and sometimes it's time to step back. If you choose to resign, please give us as much notice as possible. Return any LBF property and consider completing our exit survey—it helps us improve.



Agreement

By signing below, I confirm I have read and agree to the above, and I commit to:

- Act with integrity, professionalism, and kindness, upholding LBF's mission to reduce loneliness.
- Follow the Venue Guide, safety protocols, and complete required training/inductions before or during my role.
- Take reasonable care for my safety and others'; report hazards/incidents promptly and complete Incident Reports when required.
- Communicate reliably—provide event details, reasonable reports/photos, and respond to LBF requests in a timely way.
- Participate in LBF community-building opportunities where reasonable
- Promote and market my own event, aiming to encourage hyper-local attendance at each event I host.
- Maintain confidentiality; manage conflicts of interest; use LBF resources appropriately.
- Allow LBF to photograph/film me in my volunteer role and use images for LBF marketing/promotion (unless I notify LBF otherwise in writing).
- Undertake only authorised duties/tasks as directed; I understand LBF may vary or end my placement.
- Perform all duties on a voluntary basis (no payment).
- Comply with Australian law, LBF policies (Volunteer Handbook, Venue Guide, role description), and lawful/reasonable directions.
- Adhere to LBF's zero-tolerance stance on bullying/harassment, violence, and illegal drugs; avoid volunteering under the influence of alcohol or illegal substances.
- Complete required background checks and disclose relevant legal/health matters impacting my role.
- I acknowledge that this agreement is executed as a deed poll in favour of LBF.

Volunteer/Host name: _____

Signature: _____ **Date:** ____ / ____ / ____



LITTLE MOMENTS BIG SMILES

littlebigfoundation.org