

# Volunteer Policy

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At Shaishav we believe that education is an on-going and continuous process. It is important to gain and share knowledge and experience to make our work more effective and efficient. Due to this reason we are strongly committed to volunteerism for our own benefit and that of our volunteers. We can learn from our volunteers and their knowledge and skills while at the same time they can learn and develop their skills through their work with Shaishav. It becomes easier to achieve our objectives with the help of others and their ideas.

Shaishav welcomes volunteers, both Indian nationals and foreigners, with knowledge and experience, as well as those without experience showing enthusiasm, passion and a willingness to learn.

The following protocols have been designed by Shaishav to make the participation of volunteers more meaningful and effective as well as ensuring that there are minimal misunderstandings or disagreements between Shaishav and its volunteers.

## Beginning your placement

- 1) Any person desiring to volunteer must provide, in writing, his or her full name, address, qualifications, aims and desired duration of placement.
- 2) If placement is arranged through a partner organisation or educational institute, a placement letter must be submitted through the partner organisation or educational institute concerned.
- 3) If placement is arranged personally with Shaishav, two letters of reference must be submitted either from previous employers or an educational institution you have attended.
- 4) With your application you must agree with Shaishav your aims and desired role, what you think you can gain from your placement and what you think we can gain from hosting you.
- 5) It is Shaishav's right to reject any application for any reason and to terminate any placement at any time for any reason for which Shaishav shall accept no legal responsibility and shall not be liable in a court of law.
- 6) During any placement, the volunteer shall meet all associated expenses including but not limited to: food, travel, permits, visas, flights, lodgings etc. Shaishav will, if requested, provide assistance in advising volunteers on their budget and for example, arranging lunch boxes or local transport *for which the volunteer shall pay*.
- 7) Volunteer will not be paid any remuneration whatsoever for his/her services.
- 8) Shaishav will assist, as far as is possible, in all relevant arrangements such as permits, visas or transport, excluding financial assistance as outlined in (6).
- 9) If application for a volunteer placement is accepted, confirmation will be provided in writing by Shaishav.
- 10) For any volunteer accepting a placement with Shaishav, these protocols shall be binding.
- 11) Shaishav's decision on all matters relating to this policy are final and according to the necessity of time or situation it shall be Shaishav's right to change any part of this agreement.

- 12) In the event of any change in this agreement Shaishav shall notify volunteers as soon as possible.

## **During your placement**

- 13) All volunteers with Shaishav must read, accept and sign our volunteer policy, child safety policy and gender discrimination policy.
- 14) Upon beginning a placement, volunteer must fill in volunteer profile form.
- 15) It is compulsory for the volunteer to complete an orientation programme.
- 16) Volunteer must complete planning of his or her daily activities jointly with the organisation and perform agreed activities accordingly.
- 17) It is compulsory for the volunteer to take part in periodical meetings for discussion and evaluation of their work.
- 18) Volunteers on placement organised through a local educational institution are required to attend a meeting with Shaishav and a Professor or other academic from their institution for meeting and evaluation of their work.
- 19) If volunteers are required by their own organisation to report on their experiences with Shaishav, one copy of each report must be sent to Shaishav for our records.
- 20) As decided prior to placement, volunteer may be required to submit a weekly, fortnightly or monthly report to Shaishav.
- 21) Volunteers are expected to complete the entire placement duration as agreed before its beginning.
- 22) Volunteers will be provided with one day holiday per week (usually Monday) in line with the rest of Shaishav's staff. Volunteer will also be provided with any other holidays that Shaishav observes.
- 23) Volunteers will follow at all times the instruction of Shaishav staff members.
- 24) Volunteers should behave in a sensible and appropriate manner when involved with the organisations activities and other stakeholders. Every volunteer is reminded that they represent Shaishav even when off duty, and as such misbehaviour at any time will not be tolerated.
- 25) For the duration of the placement, volunteers are expected to maintain simple, clean and appropriate dress and appearance.
- 26) Volunteers must notify Shaishav if visiting any staff members home or lodgings so that health and safety regulations can be maintained.
- 27) Photography of Shaishav's activities will only be allowed with our express permission, and copies of all photographs, digital or print, should be given to Shaishav. Please see our Child Protection Policy for more information about our policy regarding photography.
- 28) For Indian citizens volunteering with Shaishav, a valid driving licence is essential.
- 29) Use of Shaishav's internet access shall be granted upon request for maximum two periods per week.
- 30) If during the placement the volunteer becomes sick or requires any medical assistance, they shall be expected to meet all costs personally. Shaishav will not cover any medical expenses whatsoever.

- 31) During placement volunteer is required to fully comply with local and national law. **This includes the prohibition on alcohol.** Any failure to comply with the law will result in termination of placement and/or notification of the relevant authorities.
- 32) If, after the placement is complete, the volunteer wishes to maintain any *professional* contact with Shaishav staff members, this must be agreed with senior staff members.

## Foreign volunteers

- 33) Foreign volunteers will be responsible for their passport, visa, registration certificates and all associated documents at all times.
- 34) Foreign volunteers will be responsible for following all regulations associated with their visa, including registration, compliance with the Registration of Foreigners Act (1939) with the District Superintendents of Police, visa extension and all other legal procedures. Shaishav will assist with these requirements as far as is possible.
- 35) Foreign volunteers will be required to submit photocopies of their passport, visa, registration certificate and letter from their organisation (if applicable) for Shaishav's records.
- 36) Foreign volunteers will not be permitted to drive any motor vehicle of any kind.
- 37) In accordance with 29), foreign volunteers are strongly advised to purchase appropriate travel insurance.

Volunteer Name (Print)
Signature
Date

Staff Member Name (Print)
Signature
Date