

VOLUNTEER POLICY

POLICY NO: HR/2020/08	
Status: APPROVED	Implementation date: 22 November 2020
Board Resolution No: TM/BR/2020/008	Approved Date: 22 November 2020
AMENDMENT/ REVIEW	
Status: -	Implementation date: -
Board Resolution No: -	Approved date: -

1. Introduction and objective

This policy is developed to provide direction and guidance on involvement and engagement of volunteers in Transparency Maldives (TM) projects, works and activities.

TM recognizes the significance of volunteers in advancing TM's goals and objectives and through this policy, it is committed to provide a systematic structure to encourage involvement, participation, and recognition of volunteers in TM's activities.

2. Eligibility criteria and application for volunteers

There are no restrictions to become a volunteer at TM. As a general rule, anyone above the age of 18, locals and foreigners, can apply to become a TM volunteer.

Volunteer application form will be available at TM website (Annex 5). Volunteers need to complete and email the form to TM (hr@transparency.mv). No fees are associated to process the application or to become a volunteer of TM.

Minors between the ages 16 – 18 may also submit applications, with written approval from their legal guardian and TM will consider such applications on case-by-case basis.

3. Expected commitment from volunteers

TM expects the following commitment from its volunteers:

- a) Demonstrate willingness to provide support and assistance to TM's works and activities when required.
- b) Utilize their skills, knowledge and networking to further promote TM's values, goals and objectives.
- c) Conduct their discipline and behavior in a manner to uphold and promote TM's values at all times.
- d) Handle with utmost care all TM's equipments and assets provided to volunteer during the course of their assignment.
- e) Maintain confidentiality of all information gathered through volunteer activities, including through verbal and written sources.

All volunteers will be bound by TM's Code of Conduct.

4. Engaging with volunteers

TM will seek volunteer assistance and support for the following:

- To carry-out part of implementing activities associated with TM projects
- For community engagements
- As resource persons/ facilitators to conduct TM's activities
- To support day-to-day activities as determined by ED/Managers

Volunteers are not TM staff but they will be supervised and monitored by designated programme or project managers or supervisors during their involvement in any TM volunteer work or assignment.

Programme or project managers will identify the need and number of volunteers required for any given assignment and provide the information to HR, who will contact volunteers based on the information provided in volunteer application forms.

In addition, TM may also engage resource persons who are not officially registered as volunteers with TM to undertake volunteer assignments. Such engagements will be



based on recommendations received from Board members/ED/Managers and TM staff.

The duration of engagement with volunteers will depend on the respective assignment and will end once the assignment is complete.

5. Conflict of interest

If volunteers engaged by TM faces a conflict of interest issues/ perceived of interest during the course of the assignment or volunteer work, they should immediately declare it to TM and if necessary, remove themselves from the assignment.

TM may also choose to remove a volunteer from an assignment if TM suspects that the assignment may create a potential or has already given rise to a conflict of issue situation.

6. Maintaining confidentiality

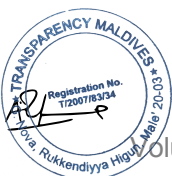
Volunteers who are called upon to assist in TM's activities are required to sign a confidentiality statement (Annex 1), declaring confidentiality of all information they come across TM during the course of the assignment, during and after the assignment ends.

If TM suspects any breach of the confidentiality declaration, TM can choose to remove the volunteer from the given assignment and blacklist the volunteer from future assignments.

7. Materials and items provided by TM

TM may provide the following materials for volunteers, after consultation with respective programme or project managers or supervisors. All items and materials provided to volunteers should be returned to TM at the end of the assignment (Annex 2).

- a) Laptop (if requested by intern)
- b) Workstation (unless working from home)
- c) Official email/ user account



Access to TM files and folders will be determined and granted by manager(s)/supervisor(s) and must be removed once the volunteer assignment is completed.

Volunteers are expected to give utmost care to all equipments and assets they use while volunteering at TM and should use office equipments for TM purposes only. Volunteers should immediately notify HR and finance personnels in writing in the event of any damage or loss to TM's equipments or assets.

8. Providing training opportunities

Respective programme/ projects managers will provide necessary training and materials to volunteers required to facilitate implementation of their assignment.

9. Cost arrangement and support

Although TM volunteers will not be paid for their services, support or assistance, if volunteers are required to travel on TM's activities and assignments, TM will bear the costs associated with the travel, including the cost of their stay, boarding and lodging.

In addition, TM will also bear the costs and expenses associated with volunteers undertaking field work for TM (eg: daily meals, travel expenses, etc).

10. Encouraging volunteer involvement

Volunteers are valuable resources that TM can mobilize when the need arises, and TM will work actively to promote and encourage volunteer participation. This can be undertaken through TM's communications and advocacy work, by enhancing awareness on volunteerism, opportunities for volunteers to get involved with TM and facilitating participation of potential and interested volunteers.

11. Providing and receiving feedback

At the end of each assignment, TM will obtain feedback from volunteers and make efforts to improve management and experience of volunteers (Annex 3).

In addition, supervisors will provide feedback on individual volunteer before completion of their respective assignments (Annex 4).



12. Recognition of volunteers

TM strives to recognize the goodwill gestures, support, and assistance of volunteers. Recognition takes the form of appreciation letters, plaques, or certificates to volunteers for their valuable support to TM. TM will refrain from providing gifts or that has monetary value to recognize and appreciate the work of volunteers.

13. Providing references

HR will provide an appreciation letter confirming services rendered by volunteers, based on the feedback information received from managers/ supervisor, following the completion of the assignment.

14. Implementation of the policy

This policy will be implemented following approval of the policy by Board and after circulation of the policy to all TM employees.

Any subsequent changes brought to the policy will be approved by the Board and disseminated to all employees.

This policy, together with subsequent change to this policy, will also be published in TM's website.



Annex 1: Confidentiality agreement

Name:

Assignment:

Start date:

Duration:

I agree to treat all information or material obtained in the service/ internship of TM, or through my engagements with TM, verbal or written, with confidentiality, and will not use such information or materials without written consent of TM, to further a private interest or in a manner detrimental to TM, throughout and after my departure from TM.

Sign:

Date:



Annex 2: Sample clearance form

Final Clearance Form

THIS FORM IS TO BE SUBMITTED BY ALL LEAVING EMPLOYEES/ INTERNS/ VOLUNTEERS

Name: _____ Manager: _____

Designation: _____ Project: _____

First day of employment: _____ Last day of employment: _____

The departing employee/intern is requested to return the completed Final Clearance Form to Human Resources as early as possible before the last day of employment/internship/ volunteer.

Please obtain sign-off for all items listed, and do not fill in the table yourself.

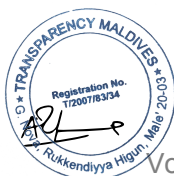
Team	Name	Signature	Date
Management <ul style="list-style-type: none">- All written material and equipment that belongs to TM has been returned- Important emails are forwarded- Handover is finalized- Hold email account activated until _____.- Forward all emails until account is active to _____ (Internal only!)- Google Docs and OneDrive Docs are handed over and ownership changed			
Admin <ul style="list-style-type: none">- Equipment (PC, pendrives, etc.) returned- All out of office messages are disabled- Office keys returned- All Time Sheets have been submitted and are complete.			
Finance <ul style="list-style-type: none">- All financial obligations to TM are settled- Travel cost reimbursements are processed, all trips accounted for			

The signatures above are to confirm that the above-named employee/intern/volunteer has fulfilled all obligations in relation to the team/individual concerned. **This allows the final salary to be paid (NOTE: this is not applicable for unpaid internship/ volunteers).**

The employee hereby grants consent that after the last working day and also after the employment the Employer may access the professional e-mail account (...@transparency.mv), in order to secure all business and operational information relating to the Employee's professional occupation, e. g. in order to collect, store or print e-mails.

Employee/Intern

Date



Annex 3: Volunteer feedback form

Name of Volunteer:

Assignment:

Start date:

End date:

1. Please share your experience with us by rating the following statements.

	Excellent	Good	Satisfactory	Needs improvement	Unsatisfactory
I received a clear orientation on expectations of the organization, assignment details, preparation materials, and policies and procedures					
My assignment enriched my learning, allowed me to utilize my skills appropriately.					
Time and tasks allocated to the assignment were planned and organized adequately.					
I am happy with the staff support I received throughout the assignment.					
Supervisor(s) are accessible and approachable and provided clear directions.					
I received appropriate feedback throughout the assignment.					
My volunteering goals and objectives were met					
My rating on overall experience					

2. Do you have any suggestions to improve future volunteer placements and assignments?

3. Would you recommend volunteering with TM to others?

a) Yes b) No

4. Additional comments:

Sign:

Date:



Annex 4: Supervisor feedback for volunteers

Name of Volunteer:

Assignment:

Start date:

End date:

Supervisor(s):

5. Please evaluate this volunteer on the following items by checking the appropriate rating.

	Excellent	Good	Satisfactory	Needs improvement	Unsatisfactory
Conducts behaviour professionally					
Observes punctuality in tasks and reporting					
Adheres to policies and procedures					
Effectively performed assignments					
Follow instructions promptly					
Receptive to feedback and provides inputs and feedback					
Handles situations appropriately					
Handles difficult people professionally					
Is respectful towards all team members, public and other associates					
Respects confidentiality					
Upholds TMs Code of Conduct and values					

6. In what areas does the volunteer need to improve?

7. Would you recommend this volunteer for further assignments?

a) Yes b) No

8. Additional comments:

Sign:

Date:



Annex 5: Volunteer membership form

Name:

Email:

Contact number:

1) Which areas of TM would you like to volunteer for:

- a) Anti-corruption
- b) Elections
- c) Communications and advocacy
- d) Human Rights
- e) Climate governance
- f) Legal support/ ALAC
- g) General office administrative work
- h) Other (please state):

2) What is your educational background:

3) If you are currently employed, please share the area you work in:

4) Please select the days and time you can volunteer with us:

	Morning (9am – 1pm)	Afternoon (1pm – 4pm)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		

5) If you would like to work seasonally, let us know when you are available:

6) If we need to contact you for assignments beyond the above listed times, would you be available:

- a) Yes
- b) No

Thank you

