

ETERNAL LIFE ORGANIZATION INTERNATIONAL MINISTRIES

(ELOI MINISTRIES)



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VOLUNTEER'S POLICY

2013

ETERNAL LIFE ORGANIZATION INTERNATIONAL MINISTRIES

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ETERNAL LIFE ORGANIZATION INTERNATIONAL MINISTRIES
Since 2007 - HOPE FOR AN AFRICAN CHILD

1. INTRODUCTION

This policy sets out the broad principles for voluntary involvement in *Eternal Life Organization International Ministries*, referred to as *ELOIM*. It is of relevance to all within the organization, including volunteers, staff, members, and those elected or appointed to positions of responsibility.

This policy is endorsed by the Board of the organization and will be reviewed regularly to ensure that it remains appropriate to the needs of ELOIM and its volunteers.

2. ABOUT ELOIM

ELOIM was founded in 2007 and is a non-governmental organization registered under the laws set by the constitution of the Republic Of Uganda (Registration Act CAP.113) with the registration number S.5914/8320.

ELOIM mission:

We are a Christian based international organization, following and celebrating our Lord Jesus Christ, working with the poor, orphaned and oppressed to promote human transformation, justice and witness the good news of the kingdom of God.

ELOIM's slogan is **"Hope for an African Child"**

ELOIM objectives:

Our main focus is in the following four areas:

Education - fighting illiteracy, restoring self-esteem and equipping people in poor communities with informal and formal education and vocational, creative training.

Healthcare - providing preventative, curative and palliative healthcare to poor communities from birth to death.

Justice - equipping people in poor communities, lawyers and the judiciary with legal knowledge as well as providing legal and paralegal services.

Community Reintegration - breaking the cycle of crime, continuing rehabilitation and reintegration and giving hope and dignity to poor people & their families for both improved and harmonious living.

3. ELOIM DEFINITION OF A VOLUNTEER

Volunteers are individuals who are, unpaid and of their own free will, contribute their time, energy and skills to benefit the community. A volunteer must be officially accepted and enrolled by ELOIM prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of ELOIM.

4. WHY WE NEED VOLUNTEERS

- Volunteers would boost the human resource personnel
- Volunteers support the organization's programs where there are limited funds for employment
- Volunteers help us save time
- Volunteers present opportunities for exposure on both sides

5. RECRUITMENT AND APPOINTMENT OF VOLUNTEERS

ELOIM is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender or political beliefs.

Recruitment of minors:

ELOIM shall not recruit minors (persons below the age 18) as per the child protection policy.

References and background checks:

All volunteers will be asked to produce two references and a recommendation letter or introduction letter from recognized local institutions such as local council and/or religious leaders.

Relatives as volunteers:

ELOIM shall not have relatives of staff as volunteers in the same location or project.

Former employees as volunteers:

Depending on their records before exit, former employees who intend to serve as volunteers will be given the opportunity. However they will be required to adhere to terms and conditions signed.

6. VOLUNTEER SUPPORT AND SUPERVISION

Volunteers will have a supervisor to whom they can take their volunteering concerns and seek guidance and support. The roles of supervisors among others shall include orientation of volunteers, giving schedules of duties, terms of reference and guiding and facilitating volunteers to do their work.

Volunteers will have access to regular support and supervision. This will enable both the volunteer and the supervisor to identify, monitor and evaluate the volunteer's involvement,

Recognize achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these sessions will be negotiated between the volunteer and the organization.

Performance feedback:

It is the expectation of ELOIM that volunteers shall submit a weekly report. Volunteers will be given the opportunity, where relevant, to share their views and opinions with the organizations' wider staff, at staff meetings, by writing reports etc.

7. WORKPLACE ENVIRONMENT, SAFETY AND SECURITY

All volunteers have the right to work in a safe working environment, including one that is free from any form of discrimination, harassment or workplace bullying. They must contribute to building a workplace that tolerates differences and that is free from intimidation, bullying and harassment.

New volunteers will be properly inducted into the organization. They will be properly briefed by the head of department where they have been placed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Volunteer placement description and volunteer policy have to be signed by the volunteer. All volunteers will be made aware of and have access to all the organizations' relevant policies.

Use of ELOIM equipment and machines:

All volunteers must use protective gears provided by project or organization and must comply with safety rules and regulations of both the state and the organization.

Volunteers shall use ELOIM / project property on permission of the project head. The following shall be observed before such permission is granted:

- The volunteer's knowledge and skills to use the assets.
- The security of both the volunteer and the asset should be guaranteed.
- An agreement for use should be signed.

8. INSURANCE

In the event of loss or damage of property, volunteers shall compensate. However, if circumstances surrounding the loss are beyond safety precautions taken, the volunteer shall be excused.

The organization does not insure the volunteer's personal possessions against loss or damage.

9. LEAVING YOUR VOLUNTEER ASSIGNMENT - EXIT INTERVIEW, AWARDS AND RECOGNITION

ELOIM shall expect a volunteer to communicate exit to his/her supervisor at least 2 weeks in advance. Volunteers shall hand over the project assets and organizational property in their custody to the volunteer's supervisor before exit.

Awards and recognition

ELOIM shall hold an exit meeting with a volunteer who has served with ELOIM.

At exit, ELOIM shall appraise and reward a volunteer who has contributed to the organization for a period of six months and shall be honored with an award of a certificate of recognition.

In case of damage properties or loss, the student or volunteer has to pay before leaving the organization.

10. CONTACT WITH THE MEDIA

Prior to any action or statement that may significantly affect or obligate ELOIM, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the media, coalition or lobbying efforts with other organizations, or any agreements involving contracts, resources, finances, or

other obligations. Volunteers are authorized to act as representatives of ELOIM as specifically indicated within their job descriptions and only to the extent of such written specifications.

11. NON-COMPLIANCE / DISMISSAL

Failure to adhere to any part of this policy may result in suspension from the volunteer duties and/or termination of the volunteer relationship with ELOIM. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, misuse of equipment or materials, abuse or mistreatment of members or

Co-workers, failure to abide by policies and procedures including the Code of Conduct and failure to satisfactorily perform assigned duties

Policy agreed to by:

Volunteer

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Date:

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