



VOLUNTEER POLICY

Shaishav sees education as a continuous process. Only through sharing knowledge and experience can work be made effective and meaningful. As such, Shaishav puts a great deal of importance on providing education for all.

Because of this, Shaishav has always welcomed volunteers, who by imparting their knowledge increase the effectiveness of our work, whilst gaining experience for themselves. Achievement of objectives is done most effectively through the exchanges of each other's ideas.

Shaishav welcomes both volunteers with many years of professional experience and knowledge, and student volunteers studying a wide range of different subjects.

Below we list the rules and regulations related to all volunteer roles:

- (1) Any person desiring to be a volunteer has to give in writing his/her name, address, CV, educational qualifications, aims, time period for which they want to join as a volunteer.
- (2) Academic interns must submit a placement letter from the educational institute that they attend. Those coming from other organisations must submit a letter from that organisation. If the volunteer is applying independently of any organisation then they are required to submit two reference letters.
- (3) Along with their application the volunteer has to clarify his/her role, aims, and what they want to learn or teach. Volunteers must submit this application and receive written approval from Shaishav before joining as a volunteer.
- (4) It will be the right of Shaishav to give or deny approval, or to terminate the volunteer's position, and this decision cannot be challenged in a court of law.
- (5) Volunteers will get approval after fulfilling the conditions laid down by Shaishav. These conditions will be binding to them.
- (6) Any person joining as a volunteer will have to follow the rules & regulations of activities, guidelines of activists, and child safety policy & gender policy.
- (7) During their time with Shaishav, the volunteer must cover all personal expenses such as lodging and transportation, etc. Shaishav will not provide any reimbursement of these costs, and will only provide advice.

- (8) The volunteer must plan their activities jointly with the organisation, and must perform accordingly.
- (9) The volunteer must submit a report as per the requirements of their institution, after showing it to Shaishav.
- (10) The volunteer must submit weekly, fortnightly, or monthly reports on their placement with Shaishav, as per the requirements of their institution. All volunteers must submit an overall report to Shaishav at the end of their placement.
- (11) The volunteer must remain with Shaishav for the arranged tenure. They will receive weekly holiday as per Shaishav's norms, and will otherwise be treated as absent.
- (12) The volunteer must follow the activities instructed by Shaishav, and must be willing to travel if required.
- (13) Any type of misbehaviour by the volunteer will not be tolerated. Volunteers must not discriminate against anyone based on religion, gender, caste, colour, ethnicity and nationality.
- (14) The volunteer must maintain Shaishav's dress code of simple, neat and clean clothing, and presentable appearance.
- (15) Volunteers wishing to attend a staff picnic or other Shaishav event must gain prior permission so that safety rules and regulations can be maintained. Any travel outside of Bhavnagar and independent from Shaishav is at the volunteer's own risk. Volunteers should provide Shaishav with relevant contact numbers.
- (16) The volunteer must have an authentic license during their time with Shaishav. Foreign nationals will not be permitted to drive vehicles without the required license. Driving is at the volunteers own risk and subject to legal requirements.
- (17) During the volunteer's tenure, any professional communication and contact with others is to be recorded in writing.
- (18) Any photographs taken of Shaishav's work can only be submitted following permission from Shaishav.
- (19) Any volunteer that becomes sick or requires any medical assistance must bear all expenses themselves. Shaishav will not reimburse these costs.
- (20) At the time of joining Shaishav, all volunteers are required to fill in a volunteer profile form.

- (21) Any volunteers joining Shaishav for learning will have to pay the fees detailed by the organisation. These fees are non-refundable.
- (22) Any professional contact between the volunteer and Shaishav staff concerning Shaishav should be only through official channels.
- (23) All volunteers are required to participate in the orientation programme if relevant.
- (24) All volunteers are required to take part in periodical meetings to discuss and evaluate their work.
- (25) Volunteers are required to give Shaishav a copy of all reports, case studies, or any other material prepared by them for any activities they undertake during their tenure.
- (26) For those volunteers attending a placement with Shaishav through their educational institution, they must be visited at least twice during their tenure by their professors, in order for them to jointly evaluate the volunteer with Shaishav.
- (27) All decisions taken by Shaishav on policy matters will be full and final. Any changes or alterations to current policy made by Shaishav will be full and final.
- (28) Volunteer participation in any prohibited activity (e.g. illegal drinking of alcohol in Gujarat) will be considered as a breach of discipline, and the volunteer's position will be terminated immediately.
- (29) During the tenure, volunteers will not be paid any type of remuneration as part of training or rendering services.
- (30) Any outside guests staying at Kalpadrum have to be cleared by Shaishav.
- (31) Though Shaishav welcomes suggestions and inputs from volunteers, they need to respect the decisions of Shaishav's leadership.
- (32) Volunteers should not allow personal relationships to adversely affect Shaishav's work.