

2. VOLUNTEER POLICY

LIFE FOUNDATION

(Registered Non-Governmental Organization)

Version: 1.0

1. Introduction

Life Foundation recognizes that volunteers play a vital role in achieving its mission of serving communities through education, child welfare, healthcare, women empowerment, disaster relief, livelihood promotion, environmental conservation, and other humanitarian initiatives.

This Volunteer Policy establishes the principles, rights, responsibilities, and standards governing volunteer engagement with the Organization.

2. Purpose

The objectives of this Policy are to:

- * Promote meaningful volunteer participation.
- * Ensure volunteers work in a safe, respectful, and inclusive environment.
- * Define the rights and responsibilities of volunteers.
- * Maintain high ethical and professional standards.

- * Protect the interests of beneficiaries, volunteers, and the Organization.

- * Encourage volunteer development and community engagement.

3. Scope

This Policy applies to:

- * Individual Volunteers

- * Student Volunteers

- * Corporate Volunteers

- * Skilled and Professional Volunteers

- * Event Volunteers

- * National and International Volunteers (where applicable)

- * Online/Digital Volunteers

- * Interns and Fellows engaged in volunteer activities

4. Eligibility

A person may volunteer with Life Foundation if they:

- * Support the mission and values of the Organization.
- * Are willing to comply with this Policy and other organizational policies.
- * Possess the skills, interest, or willingness to contribute.
- * Meet the minimum age requirement or participate with parental/guardian consent where applicable.
- * Successfully complete any required orientation or screening process.

Life Foundation reserves the right to accept or decline volunteer applications.

5. Volunteer Recruitment

Volunteers may be recruited through:

- * Online applications
- * Educational institutions
- * Community organizations
- * Corporate Social Responsibility (CSR) programmes

- * Social media platforms

- * Public outreach campaigns

- * Referrals

Selection may include interviews, reference checks, document verification, and orientation.

6. Rights of Volunteers

Volunteers have the right to:

- * Be treated with dignity, fairness, and respect.

- * Work in a safe and inclusive environment.

- * Receive appropriate orientation and guidance.

- * Be informed about their roles and responsibilities.

- * Receive necessary support and supervision.

- * Express suggestions and feedback.

- * Be protected from discrimination, harassment, bullying, or exploitation.

- * Receive recognition for their contribution.

- * Obtain a Volunteer Certificate or Letter of Appreciation upon satisfactory completion of their service, subject to organizational guidelines.

7. Responsibilities of Volunteers

Volunteers are expected to:

- * Uphold the mission, vision, and values of Life Foundation.

- * Perform assigned duties responsibly and professionally.

- * Respect beneficiaries, staff, fellow volunteers, donors, and community members.

- * Maintain confidentiality of organizational and beneficiary information.

- * Protect organizational property and resources.

- * Follow safety and security guidelines.

- * Report concerns, misconduct, or safeguarding issues immediately.

- * Avoid conflicts of interest.

- * Represent the Organization positively at all times.

8. Code of Conduct

Volunteers shall:

- * Act honestly and ethically.
- * Respect cultural, religious, and social diversity.
- * Maintain appropriate professional behaviour.
- * Dress appropriately during official activities.
- * Use respectful language.
- * Comply with all applicable laws and organizational policies.

Volunteers shall not:

- * Engage in discrimination or harassment.
- * Consume alcohol or illegal drugs during volunteer activities.
- * Carry weapons during official assignments.
- * Accept bribes or improper gifts.
- * Misuse organizational funds, equipment, or resources.

- * Use Life Foundation's name or logo without prior authorization.

- * Share confidential information without permission.

9. Child Safeguarding

All volunteers working with children must comply with the Life Foundation Child Protection Policy and Safeguarding Policy.

Any suspicion or allegation of abuse, neglect, exploitation, or misconduct involving a child must be reported immediately.

Life Foundation maintains a zero-tolerance policy towards child abuse.

10. Training and Orientation

- * Volunteers may receive training on:

- * Organizational values and mission

- * Volunteer responsibilities

- * Child safeguarding

- * Workplace ethics

- * Health and safety

- * Disaster response
- * Community engagement
- * Programme-specific skills

Participation in mandatory training may be required before undertaking certain assignments.

11. Health and Safety

Life Foundation is committed to providing a reasonably safe working environment.

Volunteers are expected to:

- * Follow safety instructions.
- * Use equipment responsibly.
- * Report accidents or hazards immediately.
- * Take reasonable care of their own safety and that of others.

12. Confidentiality

Volunteers shall not disclose confidential information relating to:

- * Beneficiaries

- * Children

- * Donors

- * Employees

- * Financial records

- * Internal documents

- * Strategic plans

This obligation continues even after the volunteer engagement ends.

13. Use of Photographs and Media

Volunteers shall not publish photographs, videos, or stories relating to beneficiaries or organizational activities without prior authorization.

Any media involving children must comply with the Child Protection Policy and applicable consent requirements.

14. Reimbursement of Expenses

Where approved in advance, reasonable expenses incurred while performing authorized volunteer duties may be reimbursed in accordance with the Organization's financial policies and subject to submission of valid supporting documents.

Volunteer service itself is generally unpaid unless otherwise agreed in writing.

15. Volunteer Recognition

Life Foundation values the contribution of volunteers and may recognize their service through:

- * Certificates of Appreciation
- * Letters of Recommendation
- * Awards and Recognition Programmes
- * Appreciation Events
- * Public Acknowledgement (with consent)

Recognition shall be based on contribution, commitment, and organizational requirements.

16. Termination of Volunteer Engagement

Volunteer engagement may end:

- * Upon completion of the assignment.
- * By resignation of the volunteer.
- * Due to prolonged inactivity.
- * Due to misconduct or violation of organizational policies.
- * Due to safety or operational requirements.
- * At the discretion of Life Foundation.

The Organization reserves the right to terminate volunteer engagement without prior notice in cases involving misconduct, safeguarding concerns, or legal violations.

17. Non-Employment Relationship

Volunteering with Life Foundation does not create an employer-employee relationship.

Volunteers are not entitled to salary, wages, employee benefits, gratuity, provident fund, or any other employment-related benefits unless expressly provided under a separate written agreement.

18. Policy Review

This Policy shall be reviewed periodically by the Governing Body to ensure its continued relevance, effectiveness, and compliance with applicable laws and best practices.

19. Contact

For questions relating to volunteering, please contact:

Life Foundation

Hojai, Assam, India

Email: info@lifefoundationngo.org.in | lifefoundationngo@gmail.com

Website: www.lifefoundationngo.org.in

Declaration

Life Foundation believes that volunteers are valuable partners in creating positive social change. The Organization is committed to providing a safe, inclusive, ethical, and rewarding volunteering experience while ensuring accountability, professionalism, and respect for the rights and dignity of all individuals.

Approved by:

Governing Body

Life Foundation