

Terms & Conditions for Volunteering at FHRAC

1. Volunteer Agreement

- **1.1 Agreement Signing:** All volunteers must sign a volunteer agreement that outlines the terms and conditions before beginning any work.
- **1.2 Duration of Volunteering:** The volunteer agreement will specify the duration of volunteering and any commitment to a specific time period (e.g., weekly hours, specific dates).

2. No Monetary Compensation

- **2.1 Unpaid Work:** Volunteers acknowledge that no monetary compensation or salary will be provided for their services.
- **2.2 Expenses:** Volunteers may not be reimbursed for any personal expenses incurred during their volunteer work, including but not limited to transportation, meals, or materials.
- **2.3 Financial Benefits:** The organization does not offer any financial rewards, stipends, or allowances for volunteer work.

3. Role and Responsibilities

- **3.1 Job Description:** Volunteers will be provided with a clear and specific job description outlining their duties and expectations.
- **3.2 Performance Standards:** Volunteers must adhere to the performance standards and timelines set by the NGO.
- **3.3 Supervision:** Volunteers will be supervised by a designated staff member or team leader to ensure tasks are completed satisfactorily.
- **3.4 Additional Tasks:** Volunteers may be asked to take on additional tasks as required by the organization, and these will be aligned with the volunteer's skill set and interests.

4. Code of Conduct

- **4.1 Professionalism:** Volunteers are expected to maintain a high level of professionalism in all interactions, both internally and externally.
- **4.2 Respect:** Volunteers must treat fellow volunteers, staff, and community members with respect and courtesy at all times.
- **4.3 No Discrimination:** Volunteers must uphold the principles of equality and inclusion and avoid any discriminatory behavior based on gender, age, race, religion, or sexual orientation.
- **4.4 Confidentiality:** Volunteers may be required to sign a non-disclosure agreement (NDA) to ensure the confidentiality of sensitive information related to the organization, its partners, or the people it serves.

5. Time Commitment

- **5.1 Expected Hours:** Volunteers will commit to a set number of hours per week or month, as agreed upon in advance. The expected time commitment will be detailed in the agreement.
- **5.2 Attendance and Punctuality:** Volunteers must adhere to agreed schedules. Any changes to the availability must be communicated in advance.
- **5.3 Flexibility:** While volunteers must respect set hours, reasonable flexibility may be offered based on project needs and volunteer availability.

6. Conduct and Behavior

- **6.1 Alcohol and Drugs:** Volunteers must abstain from using drugs or alcohol while volunteering or while representing the NGO.
- **6.2 Personal Relationships:** Volunteers are expected to maintain professional boundaries and relationships with colleagues, community members, and others involved in the work.
- **6.3 Misconduct:** Volunteers found to be violating any rules, engaging in disruptive behavior, or acting against the organization's best interests may face immediate removal.

7. Health and Safety

- **7.1 Medical Conditions:** Volunteers must inform the organization about any medical conditions or physical limitations that might affect their ability to perform tasks safely.
- **7.2 Safety Training:** Volunteers may be required to attend health and safety training sessions as necessary for specific roles.
- **7.3 Insurance:** The NGO may not provide health insurance, life insurance, or workers' compensation for volunteers. Volunteers are encouraged to obtain their own insurance.

8. Intellectual Property

- **8.1 Ownership of Work:** Any work produced by the volunteer (e.g., reports, presentations, creative content) during their volunteering period will remain the property of the NGO.
- **8.2 Use of Volunteer's Work:** The organization may use any materials or content created by the volunteer for its internal or external purposes without compensation.

9. Conflict Resolution

- **9.1 Grievance Procedure:** If a volunteer has concerns or conflicts, they must address them with the designated supervisor or coordinator. A clear grievance procedure will be outlined.
- **9.2 Mediation:** In case of unresolved issues, the NGO may arrange mediation between the involved parties.

10. Termination of Volunteering

- **10.1 Voluntary Withdrawal:** Volunteers may choose to end their volunteer relationship at any time with prior notice, typically two weeks in advance.
- **10.2 Disciplinary Action & Removal:** FHRAC reserves the right to remove any volunteer from their duties at any time, without providing any reason or justification.
- **10.3 Exit Interview:** Volunteers may be asked to participate in an exit interview upon leaving to provide feedback on their experience.

11. Non-Compete Clause

- **11.1 Post-Volunteering Restriction:** Upon leaving the organization, volunteers agree not to join or start a similar organization that competes with FHRAC, either directly or indirectly, for a period of **three (3) years**.
- **11.2 Scope of the Non-Compete:** This restriction applies to any organization or entity that operates in a similar field or with similar objectives as FHRAC, within the region or geographic area where FHRAC operates.
- **11.3 Enforcement:** Violation of this clause may result in legal action to enforce the restriction and any damages that arise due to the breach.

12. Liability and Risk

- **12.1 Limited Liability:** The NGO is not liable for any personal injury or damage to personal property during volunteer activities unless caused by gross negligence or willful misconduct.
- **12.2 Assumption of Risk:** By volunteering, the individual acknowledges and accepts the inherent risks associated with the volunteer activities, especially in high-risk environments (e.g., community outreach, fieldwork).

13. Anti-Harassment Policy

- **13.1 Harassment-Free Environment:** Volunteers will work in an environment free from harassment, intimidation, and abuse. Any form of harassment (including sexual harassment) will not be tolerated.
- **13.2 Reporting Harassment:** Volunteers are encouraged to report any incidents of harassment through the appropriate channels within the organization.

14. Media and Publicity

- **14.1 Public Representation:** Volunteers may be asked to participate in media activities (e.g., interviews, social media posts) related to their work, subject to their consent.
- **14.2 Photography and Recording:** Volunteers may be photographed or recorded during events or activities. These images and videos may be used for promotional purposes by the NGO.

15. Confidentiality and Data Protection

- **15.1 Protection of Personal Information:** Volunteers agree to handle all personal and sensitive data in accordance with data protection laws (GDPR, etc.).
- **15.2 Disclosure of Personal Information:** Volunteers must not share any personal data of beneficiaries, staff, or fellow volunteers unless explicitly authorized.

16. Acknowledgment of Terms

- **16.1 Acknowledgment:** By signing the volunteer agreement, the volunteer acknowledges that they have read and understood these terms and agree to abide by them during their volunteer period.
- **16.2 Updates to Terms:** The organization may update these terms and conditions at any time. Volunteers will be notified of any changes and must agree to them for continued participation.