



VOLUNTEER POLICY

Kabalega Foundation values the contributions of volunteers and recognizes their essential role in supporting the Foundation's work. This **Volunteer Policy** outlines the principles and guidelines for engaging and managing volunteers, ensuring their safety, well-being, and the successful delivery of the Foundation's programs and activities.

1. Purpose

The purpose of this policy is to:

- Provide clear guidelines for the recruitment, management, and engagement of volunteers.
- Ensure that volunteers are treated with respect and dignity.
- Clarify the roles and responsibilities of both the Foundation and volunteers.
- Promote a positive, supportive, and safe environment for volunteers.

2. Volunteer Definition

A volunteer is an individual who offers their time and skills to the Foundation without financial compensation. Volunteers may contribute to a variety of tasks or activities depending on their skills and interests, such as program delivery, event coordination, administrative support, or community outreach.

3. Equal Opportunity for Volunteers

Kabalega Foundation is committed to ensuring that volunteer opportunities are open to individuals regardless of age, gender, race, religion, nationality, disability, or other protected characteristics. Volunteers are selected based on their skills, experience, and commitment to the Foundation's mission.

4. Recruitment and Selection of Volunteers

The Foundation's volunteer recruitment and selection process will be fair, transparent, and inclusive. The process includes:

- **Position Descriptions:** Each volunteer role will have a clear position description outlining the tasks, expectations, time commitment, and skills required.
- **Application Process:** Volunteers will be asked to complete an application form detailing their experience, availability, and motivation for volunteering.
- **Screening:** Volunteers will be screened to ensure that they are suitable for the role, which may include background checks, reference checks, and interviews, especially for roles involving vulnerable groups (e.g., children, women).

- **Induction and Training:** Volunteers will undergo an induction program that provides an overview of the Foundation's mission, values, policies, and specific training related to their roles.

5. Volunteer Roles and Responsibilities

Volunteers are expected to:

- **Fulfill Their Role:** Volunteers should commit to performing the agreed-upon tasks in a responsible and timely manner.
- **Adhere to Foundation Policies:** Volunteers must abide by the Foundation's rules, policies, and codes of conduct, including safeguarding, health and safety, and confidentiality agreements.
- **Maintain Respect and Professionalism:** Volunteers must maintain a professional attitude, respect others, and contribute positively to the work environment.
- **Communicate Effectively:** Volunteers should regularly communicate with their supervisor or the designated staff member regarding progress, challenges, or concerns.

The Foundation will provide clear guidance on roles and expectations and will support volunteers in fulfilling their duties.

6. Volunteer Rights and Benefits

Kabalega Foundation recognizes and appreciates the valuable contributions of volunteers. Volunteers have the following rights and benefits:

- **Recognition:** Volunteers will be acknowledged for their contributions, including public recognition where appropriate, certificates, and letters of recommendation.
- **Training and Support:** Volunteers will receive appropriate training and ongoing support to ensure they perform their roles effectively and feel confident in their contributions.
- **Insurance:** Volunteers will be covered by appropriate insurance for accidents or injuries sustained while volunteering, within the scope of their assigned roles.
- **Safe and Respectful Environment:** Volunteers are entitled to work in an environment free from discrimination, harassment, and unsafe practices.

7. Volunteer Expenses

While Kabalega Foundation does not provide monetary compensation for volunteer time, we may reimburse reasonable expenses related to volunteering, including:

- Travel expenses for attending events or activities.
- Costs for meals during long shifts or travel.
- Materials or supplies required to carry out volunteer tasks.

Volunteers should discuss any expenses with their supervisor or the designated volunteer coordinator in advance.

8. Volunteer Supervision and Support

Each volunteer will be assigned a supervisor or point of contact within the Foundation. Supervisors will:

- Provide clear guidance and instructions regarding volunteer tasks.
- Offer ongoing support, feedback, and encouragement to volunteers.
- Address any concerns or challenges that arise during the volunteer experience.
- Ensure that volunteers receive proper training and orientation.

Volunteers are encouraged to maintain open communication with their supervisors and to reach out for assistance or clarification as needed.

9. Health, Safety, and Well-Being

Kabalega Foundation is committed to providing a safe and healthy environment for volunteers. The Foundation will:

- Comply with relevant health and safety regulations, ensuring that volunteers are trained on safety procedures.
- Provide necessary protective equipment (PPE) where required, such as gloves, masks, or safety gear for specific tasks.
- Maintain a safe work environment, regularly assessing risks to ensure the safety of all individuals, including volunteers.
- Ensure that volunteers are informed of any risks related to their work and are given the appropriate guidance to mitigate those risks.

Volunteers should immediately report any safety concerns or accidents to their supervisor.

10. Confidentiality and Data Protection

Volunteers may be privy to sensitive or confidential information during their work with the Foundation. Volunteers are expected to:

- **Maintain Confidentiality:** Keep all information obtained through their volunteering role confidential, unless disclosure is required by law or necessary for the completion of their duties.
- **Respect Privacy:** Ensure that personal data of beneficiaries, staff, or other volunteers is handled in accordance with the Foundation's privacy and data protection policies.

11. Volunteer Code of Conduct

Kabalega Foundation has established a **Volunteer Code of Conduct** to ensure that all volunteers understand the ethical and professional standards expected of them. The Code includes, but is not limited to:

- Treating others with respect and dignity.
- Avoiding discriminatory, harassing, or inappropriate behavior.
- Reporting any concerns or violations of the Foundation's policies or the volunteer code.
- Upholding the values and mission of Kabalega Foundation.

Failure to adhere to the **Volunteer Code of Conduct** may result in disciplinary action, including termination of the volunteer role.

12. Volunteering Duration and Commitment

- **Time Commitment:** The length and time commitment for each volunteer role will be clearly outlined in the position description. Volunteers should agree to the expected time commitment and notify the Foundation in advance if they are unable to fulfill their agreed hours.
- **Short-Term and Long-Term Volunteers:** Kabalega Foundation welcomes both short-term and long-term volunteers. Each role will specify the expected duration, and volunteers are encouraged to continue their involvement for as long as they are able.
- **Termination of Volunteer Role:** Either the volunteer or the Foundation may choose to end the volunteer arrangement at any time. If a volunteer decides to discontinue their role, they should notify their supervisor with reasonable notice.

13. Volunteer Feedback and Evaluation

Kabalega Foundation values feedback from volunteers to ensure continuous improvement in volunteer management. Volunteers will:

- **Provide Feedback:** Volunteers are encouraged to share their experiences, including any challenges, successes, or suggestions for improvement.
- **Exit Interviews:** Volunteers leaving the organization will be invited to participate in an exit interview to assess their experience and offer suggestions for improving volunteer engagement.

Feedback will be used to enhance future volunteer programs and improve the overall volunteer experience.

14. Policy Review

This **Volunteer Policy** will be reviewed regularly to ensure that it aligns with best practices, the needs of the Foundation, and relevant legal requirements. Updates or revisions will be communicated to all volunteers, ensuring that they are always aware of the latest policies and procedures.

Kabalega Foundation deeply values the contributions of volunteers and recognizes their critical role in achieving our mission. By following the guidelines set out in this **Volunteer Policy**, we aim to create a positive, safe, and rewarding experience for all those who volunteer with us. We are committed to ensuring that volunteers are treated with respect, supported in their roles, and given opportunities for personal and professional development.

Signed:



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Executive Chairperson

Date: 04/01/2020
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