



VOLUNTEER POLICIES

FAUJI KE ALFAAZ

In order to work well with the staff and to present **Fauji ke Alfaaz (FKA)** in the best possible light, we ask that you adhere to the following policies and procedures while you are on duty as a volunteer. Failure to comply may result in disciplinary action or termination.

QUALIFICATIONS:

Volunteers must be at least 15 years of age to work without parental supervision, and must enjoy working with all types of people. They must show a genuine concern for the NGO. A willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

REQUIREMENTS:

Volunteers must complete a basic orientation session as scheduled before reporting to their first assignment. Additional training may also be required.

Volunteers must agree to represent **Fauji ke Alfaaz**, perform in a professional manner whenever doing so, and not to allow personal views and opinions from clouding (overshadowing) or conflicting with the **Fauji ke Alfaaz's** purpose.

TIME COMMITMENT AND SCHEDULING:

We ask each of our volunteers to sign up for as many duties (hours) as commitments permit. A minimum (average) of seven hours of service per week is requested, but not required. Volunteer hours are flexible. With the exception of holidays, our volunteers are welcome to work any time from 8 am to 4 pm, seven days a week. If wish to work digitally volunteers can help us 24X7 as per their comfort. However, time bounded assignments may be given to the Volunteers/Internee if they have opted for certification program at **Fauji ke Alfaaz**.

Once you have agreed to be available for a particular time and assignments, we count on you to fulfill it. In the event you are unable to be at your shift, please call the volunteer coordinator or write us at faujikealfaaz@gmail.com

SIGNING IN:

You must sign in each time you come to work and sign out each time you finish your shift. You are requested to make a report of your day-to-day work and assignment done by you. The report may be submitted by 8 PM everyday via e-mail at faujikealfaaz@gmail.com with your name and Volunteer Id number provided to you. A final report may be reproduced by volunteers after successful completion of every task/assignment.



DRESS PROTOCOL:

You are as much a representative of [Fauji ke Alfaaz](#) as our regular staff. Your appearance and conduct will reflect us. If you are working in field or at office, we require that all volunteers wear long pants and closed-toe shoes with good traction. This is for your protection. Volunteers with inappropriate attire (sandals, tank tops, etc.) will be prohibited from volunteering that shift. Volunteers may be required to wear nametags while on duty as advised by your coordinator. For the first 20 hours of service, you will be wearing a nametag that just reads “volunteer”.

PUBLIC RELATIONS:

The success of our organization depends upon the quality of the relationship between [Fauji ke Alfaaz](#), employees, volunteers, supporters and general public. In a sense, regardless of your position, the more goodwill you promote, the more our people will respect and appreciate all that is done for [FKA](#).

SMOKING POLICY:

As per the law, smoking is prohibited in any public area. You are advised to smoke privately.

MISAPPROPRIATION OF SUPPLIES:

There will be no removal of the organization’s property without the written approval of the manager.

WORKPLACE SAFETY:

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, coworkers, and clients. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately.

VOLUNTEER INJURY:

Any personal injury that occurs while volunteering for [Fauji ke Alfaaz](#) should immediately be reported to a staff member. Volunteers are not covered under the organization’s insurance for injury to themselves.

VOLUNTEER FEEDBACK:

[Fauji ke Alfaaz](#) encourages volunteers to make suggestions, voice concerns and give ideas about how the agency fulfills its mission. We are always looking for new ideas so if you have any ideas to share, please speak with the staff.