



## **SALESIAN INSTITUTE YOUTH PROJECTS**

### **VOLUNTEER POLICY**

#### **INTRODUCTION**

Employees and volunteers are fundamental to the success of Salesian Institute Youth Projects and the delivery of its programmes. Employees and volunteers shall for the period of their occupation be expected to conduct themselves according to the code of conduct that all staff and management of SIYP subscribe to.

**A Salesian Institute Youth Projects Volunteer is a person who formally agrees to the conditions of engagement and involvement as required under the Salesian Institute Youth Projects' Constitution and is entitled to be treated in terms of the employment policies and practices of the organisation except with regards to: remuneration, tax, insurance and other financial benefits.**

#### **1. DEFINITION**

**Volunteering in Salesian Institute Youth Projects is an activity that is:**

- Motivated by the free will of the person;
- Intended to benefit the youth and their communities in accordance with the fundamental principles of the South African Constitution;
- Organised by recognised representatives of national and international, youth, education, religious and service organisations.

#### **2. SCOPE**

**This policy regulates all aspects of the Salesian Institute Youth Projects volunteer and his/her expected conduct.**

#### **3. PRINCIPLES**

**Through its commitment to promoting volunteerism as a means of making a positive contribution to improving the lives of children and youth, Salesian Institute Youth Projects:**

- Recognises and values volunteering as a means of creating and supporting a network of people who are available to empower our children and youth;
- Values all employees and volunteers for their individual contributions, enthusiasm and commitment, as well as the experience and the skills they can bring;
- Promote the ethics of voluntarism and it's application in furthering the vision, mission, values and aims of Salesian Institute Youth Projects.

#### **4. STATEMENT**

**Salesian Institute Youth Projects shall:**

- 4.1. provide a code of conduct;
- 4.2. recruit employees and volunteers on the basis of their own commitment and potential;
- 4.3. seek to recruit employees and volunteers irrespective of their origin, race or creed;
- 4.4. consider employees and volunteers to be employees of Salesian Institute Youth Projects as long they are properly serving in their positions;



- 4.5. ensure that appropriate participation of men and women in Salesian Institute Youth Projects is within a gender sensitive environment;
- 4.6. reward and recognise employees and volunteers whenever possible and appropriate;
- 4.7. ensure that volunteer's views and ideas are actively sought and acted upon at all stages of the program design, development, implementation and evaluation.

#### **5. ALL SALESIAN INSTITUTE YOUTH PROJECTS EMPLOYEES AND VOLUNTEERS ARE EXPECTED TO:**

- 5.1. act in accordance with the Law;
- 5.2. strive and work at the highest standards;
- 5.3. sign for - and behave in accordance with Salesian Institute Youth Projects' Code of Conduct;
- 5.4. to respond the needs of the youths they serve.

#### **7. REFERENCE POLICIES**

This policy should be considered in conjunction with all other Salesian Institute Youth Projects policies.

#### **8. EMPLOYEES AND VOLUNTEERS DETAILS**

**Volunteering in Salesian Institute Youth Projects requires the following credentials before commencing:**

- Surname
- Maiden name
- Given names
- Date of birth
- Place of birth
- South African ID number (if applicable), otherwise Passport number
- Last residential address
- Current residential address in South Africa
- Last SA business / Employers address
- Telephone number of last SA business / employers address
- Date
- Signature
- Mailing address
- Postal Code
- Telephone number
- Copy of the Identity Document or valid passport
- Police Clearance Certificate
- Letters of reference from at least three referees.

#### **9. ORIENTATION**

**All employees and volunteers shall commit themselves to attending and participating in the employees and volunteers orientation programme.**