



**Ekta Shakti Foundation**

To make the world better

## **HAND BOOK ON VOLUNTEERING POLICY**

Website link:

<http://www.ektashakti.org/>

## **ABOUT EKTA SHAKTI FOUNDATION**

Ekta Shakti Foundation, a not for profit organization, registered under Society Registration Act XXI of 1860 is headquartered at New Delhi. The organization was established in 2003 with the aim to provide equal opportunities for the growth and development of women, children and youth from the economically weaker sections of the society.

*Our Vision* is to create a world of hope, kindness and positive action where every person has the opportunity to live a healthy and productive life.

*Our Mission* is to catalyse the ongoing positive transformation in the lives of people, especially the disadvantaged children, youth and women through equitable opportunities and inclusive development efforts.

### *Our Focus*

We put children, especially girls and women at the centre of our efforts. They are often the most disadvantaged and a positive change in their lives can be transformational for the entire family and the next generation. Our core values are embedded in everything we do –

REACH

R - Respect

E - Efficiency

A - Accountability

C - Commitment

H - Honesty

### *Our Services*

Our core services include specialized care for Children with Special Needs, Healthcare and Nutrition, Economic Empowerment and Skill Building Activities.

### **Children with Special Needs/Differently Abled**

While serving the children under the Child Nutrition Program, Ekta Shakti Foundation got an opportunity to meet some special children who faced discrimination due to being differently abled. Considering the situation of these children, the foundation established BrahmaShakti Special Schools. This initiative started in 2006 with 2 children and currently imparts education to about 80 children.

BrahmaShakti Special School has two branches imparting education to around 80 children of all age groups. The foundation works with children having a range of conditions such as Autism, Mental Retardation, Down syndrome, Cerebral Palsy and Hearing Impairment. ESF provides a variety of services such as special education, speech therapy, occupational therapy, physiotherapy and vocational training to empower these children. A team of 15 professionals including Psychologists, Speech Therapists, Occupational Therapists, Special

Educators, Physiotherapists, Sports teachers and Art & Craft teachers work for the betterment of the children.

### **Health and Nutrition Program**

In order to combat hunger and malnutrition amongst children, Ekta Shakti Foundation with the support of State Governments started the Children Nutrition Program. Under this program, ESF collaborates with the Mid-day meal scheme of the government in order to provide school going children with basic nutrition. This program was started in 2003 when ESF set up its first centralized kitchen in Delhi and provided mid-day meals to around 18000 children. Currently ESF reaches about 2025 schools and serves around 6 Lakh children every day. ESF established 13 centralized kitchens to cater to such a large number of children with mid-day meals. The cooked meal is laboratory tested for its quality and nutritional content by appropriate authorities. ESF employs over 1000 staff members to run this program. ESF uses this as an opportunity to provide employment to the disadvantaged sections of the society.

### **Women Economic Empowerment Program/Skill Development**

During the NGO's baseline survey, it was observed that unemployment was the key problem in all these target areas. In 2006, Ekta Shakti Foundation launched its Women Economic Empowerment Program where Radhika Silai and Kadhai Kendra were established to cater to around 40 women. It was an effort to improve the lives of the marginalized sections of the society. This program will prepare woman to be economically independent, a productive member of the family, self-sufficient and be able to take care of her daily needs.

Find out more about Us: <http://www.ektashakti.org/>

**Join us** and Follow us on:

<https://www.facebook.com/ektashaktiofficial/>

[https://twitter.com/ekta\\_shakti](https://twitter.com/ekta_shakti)

<https://www.linkedin.com/company/ekta-shakti-foundation/>

<https://www.instagram.com/ektashakti/>

As a volunteer, you will help people to lead healthier and safer lives, and enable communities to address future challenges. Ekta Shakti Volunteer positions are wide ranging; you may work in Health and Nutrition, Women Empowerment, Skill Development, Youth Engagement and many other areas. In return, you will be rewarded with an experience that will stay with you for the rest of your life.

You can look at our website to find out more about the Types of Volunteering opportunities.

Volunteer recruitments are announced and updated through multiple channels - few of them include online campaigns, recruitment websites, word of mouth - and ESF's website.

### **What is ESF looking for?**

Anyone and everyone who has the zeal and interest towards committing their time for the greater good of children, youth, women and persons with disability are invited to be part of Ekta Shakti Foundation's volunteering group.

In order to register, interested volunteers may simply submit your CV/ Resume to our email ID available at our website: <http://www.ektashakti.org/>. The volunteers are expected to attend ESF Volunteer Orientation (induction) sessions which are conducted as and when volunteers are recruited. These sessions orient volunteers on the mission, vision, approach and functions of ESF, including ESF interventions. For online volunteers or those not residing in Delhi NCR, an online induction package can also be uploaded from our website : <http://www.ektashakti.org/>. The intent is to orient an individual/group on the purpose of the volunteering program and clarify queries including volunteering dos and don'ts. The individuals/groups will be contacted through email and telephone, depending on the available volunteering opportunities communicated on our website and other channels. The interested volunteers should comply with ESF volunteering policy, and are required to complete and submit ESF volunteering registration to our Email ID : [hr@ektashakti.org](mailto:hr@ektashakti.org).

Volunteers are encouraged to choose their area of interest/expertise depending on the proximity to their residence. A Volunteer can also choose to be an online volunteer and contribute to virtual volunteering positions. All volunteers are expected to commit a reasonable amount of time and perform the task whole heartedly.

### **Health and Safety**

ESF volunteers' health and safety is very important and as part of the induction, will receive health and safety information. While carrying out volunteering activities, volunteers will not be covered by ESF insurance but nevertheless, we commit to the well-being of all volunteers working with us.

We also expect our volunteers to contribute towards safe working environment:

- a) Follow the health and safety measures by ESF
- b) Report any incidence or potential risk to a member of staff, whether or not anyone has been injured
- c) Be alert of the surroundings and seek consultation or advice from their supervisor when an emergency situation arises.

### **Copyright, Intellectual Property and Photography**

Any original work, researches or content created during the course of the volunteering will belong to ESF, unless otherwise agreed. Examples include photographs, reports, testimonials, graphic designs, written documents, cinematography and artwork. Publication of original content and research works without the consent of ESF will be considered as a breach of volunteering policy and hence could lead to immediate disciplinary action or termination of the contract.

We may use the photos of volunteers on our website and social media platforms for promotional purpose. If the volunteers wishes to remain anonymous, then we encourage our volunteers to inform ESF staff and the photographer at the time of the event.

## **Data Protection and Confidentiality**

As a part of our data protection policy, we take great care in protecting our data and findings. We understand that whilst volunteering, transmission of personal and official sensitive information pertaining to staff, volunteers, supporters and operational activity might occur occasionally.

As a part of ESF volunteers, we expect you to follow the data protection policy and ensure necessary measures to protect the data, and maintain the privacy at all times.

## **Expenses/Reimbursement and Accepting Gifts**

We neither provide stipend nor gifts to our volunteers. The volunteers may seek reimbursement of out-of-pocket expenses (which includes food, travel and accommodation) when they travel out of their of current place of residence for official work. This will be paid as reimbursement on actual. Payment of reasonable expenses could be authorised by staff contact in advance, upon submission of justification documents. Reimbursement will be made on submission of trip report, travel tickets /taxi receipts, food bills and hotel invoice.

ESF discourages any giving or receiving of gifts which may give the impression of favouritism and could raise expectations at the level of the volunteers and the beneficiaries. The organisation recognises that in some cases, the community or our beneficiaries may wish to provide volunteers with gifts as a form of 'thank you' for the support. In these cases volunteers should inform the corporate office staff of any gifts they receive and if necessary, consult with their supervisor about whether it is appropriate to accept the gift.

## **Insurance**

Currently, ESF does not provide liability insurances to our volunteers.

## **Recognition and Awards**

We at ESF recognise the valuable contribution of our volunteers in helping us in areas of our work. Volunteers are expected not to seek financial reward, but nonetheless, the supervisors will be encouraged to ensure appropriate acknowledgement is given. This could range from a simple 'thank you' to a social event, acknowledging their involvement with projects in press releases, and through regular review meetings. Volunteers who have contributed their time to ESF over a period of years are recognised for their longstanding service.

## **Code of Conduct**

- Volunteers are not allowed to smoke, consume drugs or alcohol whilst wearing ESF branded clothing, badges or caps. Field level volunteers are expected to endorse ESF brand exclusively during volunteering hours and remove it before and after the volunteering work.
- Volunteering under the influence of alcohol or drugs is strictly prohibited and will lead to immediate disciplinary action.

- Time frame for each work will be separately decided, upon mutual consent. A minimum period of work will need to be there.
- No fees will be paid for volunteer activities.

- **Confidentiality**

The volunteer for all time and all the purposes, treat all information acquired during the tenure of this agreement as confidential and shall not disclose, directly or indirectly to any other client or organization during or after the termination of this agreement.

- **Property Right**

Any article or correspondence given to the Second Party or coming to his/her custody pertaining to activities of this agreement shall be the property of ESF and the second party shall hold the same in trust only during the period of this agreement.

- All work products, reports and other documents or software created or written by the Consultant in the performance of the services of this agreement, shall become and remains the property of ESF and the consultant shall not have any claim on the same.
- The volunteer may retain a copy of such documents but shall not use them for the purposes unrelated to this agreement without the prior written approval of ESF. The volunteer shall return all materials, copies of the technical and business information received by them upon expiry of the Agreement.

- **Indemnification**

The volunteer agrees to defend, indemnify and hold harmless the ESF and its assignees (indemnities) from and against any and all liabilities, claims, actions, damages, costs and expenses and losses which may be asserted against the indemnities, arising or resulting, directly or indirectly, in whole or part from the negligence or willful misconduct of second party, except to the extent of such liabilities, solely caused by the indemnities gross negligence or willful misconduct.

- **Force Majeure**

Either Party shall be excused from any delay or failure in performance required here under if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, strikes, lock-outs or other serious labour disputes, riots, earthquakes, floods, explosions or other acts of nature.

The obligations and rights of the Party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. When such events have abated, the Parties' respective obligations hereunder shall resume.

- **Media Relation**

The volunteers are requested not to engage with the media, unless required as per the volunteer's scope of work. Comments, thoughts and stories related to the foundation is handled by our trained communications staff or head of the

organisation. Any request made by the press or media houses must be reported to the respective supervisors or corporate office staff.

- **Women and Child Safeguarding**

Volunteers are expected to behave appropriately with women and children and necessary process must be followed to ensure supervised access to children, vulnerable adults and women .

**ESF has 'zero tolerance' policy towards discrimination or violation against women, child and vulnerable population.**

### **Resolving Concern/Conflicts**

We encourage our volunteers to speak about their concern to their respective supervisors or corporate office staff. If informal meetings and discussion fail to resolve your concern, you must contact the head of the staff.

### **Audit and Whistle-Blower**

We urge you to immediately contact our corporate office staff, if you find any staff member or volunteers whose behaviour is likely to bring the foundation to disrepute or financial loss.

*ESF believes in equal volunteering opportunities to All - irrespective of caste, creed, gender and religion. We do not endorse or support any particular political party or religious body. We observe political neutrality at our foundation and would expect the volunteers to be mindful of these aspects when volunteering.*