

PROGRAM FOR ACCESSIBLE HEALTH COMMUNICATION AND EDUCATION (PACE)

Policy Title	Volunteer Policy
Policy Objective	To outline the terms and procedures of engaging volunteers
Updated	January 2021

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1.0 Foreword

Dear Colleagues

I am pleased to release the Policy on Volunteering, a policy that guides the engagement of volunteers at PACE.

I urge all of us to familiarize ourselves with the policy, internalize every aspect of it, and abide with its general principles. If you have questions about anything in this policy, feel free to speak with the Executive Director, or the HR & Admin Manager.

Best wishes,



Phelister Nakamya

Executive Director



2.0 Rationale for volunteering

The volunteers' role is to beef up the internal capacity of PACE arising from a shortage in the substantively appointed staff and stand in transition periods to facilitate work movement.

3.0 Definitions

Volunteerism- is the act of doing something for the welfare of the community without the consideration for personal and financial benefit

Volunteer-is an individual or a group of individuals who contribute their time, skills, advice, talents and passion to the provision of services for the benefit of the larger community, without expecting a remuneration or payment.

4.0 Objectives of Volunteer ship offered at PACE

- Enable Volunteers acquire the necessary skills and work ethics
- Prepare and orient volunteers towards developing the skills, knowledge and attitudes needed to become effective future employees
- Enable volunteers gain responsibility and develop abilities on critical thinking and problem solving and identify their strength and weaknesses
- Expose volunteers to formal and informal relations in PACE which underlie the development of favorable human relations and teamwork
- Enable volunteers learn the nature and operations of public organizations and professional conduct
- Relieve staffing pressure at PACE temporarily.

5.0 Volunteer Recruitment Procedures

- The user department will express the need for volunteers by completing the Talent Acquisition Form HR001 (*Annex I*). The form will be completed by the direct supervisor.



- The HR & Admin Office decides on the best way to acquire the volunteers following any of the procedures laid out below
 - Use of existing database to recruit the required volunteers based on the competencies required
 - Use of professional networks, colleagues
 - Use of schools, universities
 - Former staff members that exited for any other reason other than performance and disciplinary issues
 - Unsolicited or walk in applications and CVs addressed to the and received by the Front Desk / Reception to form a pool of applicants.
- Potential volunteers that have applied for specific tasks shall be assessed by the user department in liaison with the HR & Admin office to reveal their suitability in terms of skills, abilities, experience, availability, interests, and attitude required to perform the tasks.
- After assessment, the HR & Admin Office will contact the successful applicant with an engagement letter

6.0 Close Relatives/ Family Members as Volunteers

PACE may accept close relatives/ family members of PACE staff as volunteers but will not be placed in a position of direct supervisor subordinate relationship. The parties involved will be required to sign the declaration of conflict of interest.

7.0 Recruitment of Minors Volunteers

PACE will not engage minors (individuals below the age of 18) as volunteers. In exceptional circumstances where they may be engaged, they must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should comply with all appropriate requirements of child labor laws.

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8.0 Induction

Before deployment, an induction process shall be organized by the HR & Admin office. The volunteer shall be inducted in the task specific expectations as well as PACE policies. They shall be required to sign the Declaration of Conflict of Interest and the Confidentiality agreement among others

9.0 Timeframe for Volunteering

A volunteer engagement is not a contract of service or an employment contract and should not under any circumstances be considered such. A volunteer engagement shall not exceed six (6) continuous months. Where this period elapses, the volunteer engagement shall come to an end.

10.0 Facilitation

Volunteers shall contribute their time, skills, advice, talents and passion to the provision of services for the benefit of the larger community, without expecting a remuneration or payment. However, volunteers may be entitled to a facilitation intended to cover some of the expenses incurred for the accomplishment of the volunteering activity. These will be determined in accordance with the per diem policy

11.0 Volunteer disengagement

Either PACE or the volunteer may terminate the engagement at any time without notice. Upon communication of the disengagement, the volunteer shall hand over all PACE possessions and assets immediately.

12.0 Employment opportunities

Volunteers may be encouraged to apply for any positions that may fall vacant within the PACE structure. The recruitment process shall follow the laid down procedures in the Employee Manual. They shall receive all appropriate orientation and training for that position before they begin work. In addition, any screening procedures appropriate for that specific position must be completed, even if the volunteer has already been working with PACE. However, volunteers

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shall not be considered as internal candidates and the term of service shall commence when contracted as a full time PACE staff.

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