



VOLUNTEER POLICY

Food for Life Nepal

1. Introduction

Established on 4th September 2015 as a non-governmental, non-profit organization, **Food for Life Nepal** (FFLN) has been actively raising the voice of children, promoting interfaces among right holders, experts, and duty bearers, making them more accountable for children's issues, especially in education and health. Food for Life Nepal is formally registered in the District Administration Office (DAO No. 910) in Kathmandu and is affiliated with the Social Welfare Council (SWC No. 42035).

Its flagship is the Mid-Day Meal program, which currently supports over 10,000 students across 26 community schools in Tokha and Budhanilkantha municipalities, with an objective to ensure that no child goes to school hungry, recognizing the crucial role nutrition plays in their ability to learn and thrive.

Food for Life Nepal exists to involve more people more effectively in volunteering to help solve real problems and enrich communities.

It does this by:

- Working with volunteer-involving organizations to improve the diversity and quality of volunteer placements.
- Providing potential volunteers with the means to access volunteering opportunities.
- Helping people who might otherwise have found themselves excluded to take part in their communities.

Food for Life Nepal is committed to involving volunteers directly within the organization to:

- Contribute to the delivery of our mid-day meal services
- Make sure we are responsive to the needs of our beneficiaries and communities.
- Provide different skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

This volunteer policy sets out the principles and practices by which we involve volunteers.

2. Principles

Food for Life Nepal:

- Recognises that voluntary work brings benefits to volunteers themselves, to service beneficiaries and communities, and to paid staff.
- Will ensure that volunteers are properly integrated into the organizational structure and that mechanisms are in place for them to contribute to the volunteer center's work.
- Will not introduce volunteers to replace paid staff.
- Expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavor to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts.
- Will endeavor to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

Recruitment of volunteers will generally be from all sections of the community and will be in line with the Food for Life Nepal Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with **Food for Life Nepal** will be invited to apply through the Food for Life Nepal website or to visit its office for an informal talk with the appropriate contact person. They will be given general information about the organization and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and to supply two individual references or one institutional reference. Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles both with **Food for Life Nepal** and other volunteer-involving organizations.

Every volunteer role will undergo a risk assessment. For volunteer roles, which involve 'regulated work' such as caregiving and/or sustained and direct contact with children or vulnerable adults, **Food for Life Nepal** has a legal obligation to ensure that volunteers are not barred from working with children or vulnerable groups. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

6. Support

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed. Where the volunteering role is emotionally demanding these sessions also give volunteers the opportunity to access emotional support from the organization.

7. The Volunteer's Voice

Volunteers will be consulted in decisions, which affect them. **Food for Life Nepal** is committed to developing consultation and representational procedures for volunteers.

8. Records

Minimum details will be kept on volunteers. This will include the registration form, references, placement details, crisis contact, correspondence, and any other relevant information in accordance with **Food for Life Nepal's** confidentiality policy.

9. Expenses and Fees

All volunteers are expected to cover all their expenses by themselves. If the volunteers' areas of work are within the budgeted plan of Food for Life, their costs might be shared.

International volunteers are expected to pay 50 US Dollars for registration and processing and 20 US Dollars/per week as a cost for mentoring and providing support for them. The cost collected will be used for Food for Life Nepal's Organizational development and its planned work.

For Nepali Nationals do not need to pay any charges to a volunteer at **Food for Life Nepal**. However, they have to pay NPR 300.00 for a volunteer certificate and NPR 500.00 for a recommendation letter in the future.

All volunteers have to bear the cost of living expenses by themselves.

10. Insurance

Volunteers have to cover insurance-related expenses on their own while carrying out agreed duties.

11. Health and Safety

Food for Life Nepal will take all reasonably practicable steps to ensure the volunteers' health, safety, and welfare while at work.

12. Equal Opportunities

Volunteers and staff will work in accordance with **Food for Life Nepal's** equal opportunities policy and will prevent discrimination on any grounds.

13. Problems

Food for Life Nepal has a policy to help deal with grievances that volunteers may have. In line with this policy, volunteers have the right to discuss any concerns they may have with their named contact at any time.

14. Endings

When volunteers move on from their role at **Food for Life Nepal** they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully with their Volunteer Support Worker or a member of the management team.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

Food for Life Nepal has a policy on how it will deal with any disciplinary issue regarding a volunteer.

15. Monitoring and Evaluation

Food for Life Nepal will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy is subjected to be reviewed periodically as per the decision of the executive board.