



## Volunteer Policy and Volunteer Agreement

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### Introduction

RJ4All Europe would not exist without the involvement and continued support of volunteers. Therefore, RJ4All Europe recognises their significant contribution and this policy sets out the principles, practices and procedures which RJ4All Europe will follow in the appointment and management of volunteers.

RJ4ALL Europe has the Quality Mark of the European Commission's European Solidarity Corps and has adopted [European Solidarity Corps Charter](#). All principles underlying this Volunteer and Intern Policy are fully aligned with the [Mission and Principles of the European Solidarity Corps](#).

### Definitions

"Volunteers" are individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives.

"Interns" are also volunteers, except their placement with the organisation is more structured and intensive, carry more responsibility and or involve receiving more training. Their primary purpose is usually to obtain work experience or to carry out unpaid work or research in specific areas for a fixed period of time.

Here, the term "volunteer" is also used for "interns" independently of their length of service.

### Principles

This Policy is based on the [ESC principles](#) of before, during and after the volunteering/ internship placement (interpedently of the length of the service).

As part of these principles, RJ4All Europe will not engage volunteers in work that leads to the loss of existing paid posts, nor will it normally take on volunteers for any roles which were carried out by employees whose posts have been deleted.

Furthermore, volunteers will not normally be used to do the work of employees during an industrial dispute.





## Equal Opportunities

In accordance with RJ4ALL Europe's Equal Opportunities Policy, volunteer placements at RJ4ALL Europe will be open to individuals irrespective of economic background, race, gender, age, disability, sexual orientation, religion or belief, nationality, national or ethnic origin, marital or civil partnership status or any other protected characteristic. Where a volunteer demonstrates hostility to, or a lack of support for, the equal opportunity policy, s/he will be deemed unsuitable for a position at RJ4ALL Europe.

As per its Equal Opportunity Policy, RJ4ALL Europe commits to take into account the different linguistic and cultural background of its volunteers, and put in place measures that facilitate their integration into the local community of deployment.

## Recruitment of Volunteers within the European Economic Area

Volunteers within the European Economic Area will be recruited through the following process:

1. The line manager will agree a Role Description, outlining the specific tasks, responsibilities and reporting lines of the volunteer; terms and conditions including the duration, hours, expenses and a Person Specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.
2. The prospective volunteer will be invited to a meeting with the line manager and another member of staff for a discussion of the proposed role using the Role Description and the Person Specification. RJ4ALL Europe representatives will make a decision within one week regarding offering the individual the role.
3. If the volunteer wishes to accept the placement a reference from a suitable person (excluding relations) attesting to their character and suitability for the position must be supplied.
4. Prior to their placement, a volunteer shall be allocated to an employee who will manage and supervise them.
5. Each volunteer may receive, as deemed appropriate, the following:
  - ✓ a planned induction to RJ4ALL Europe and entry interview;
  - ✓ feedback on their contribution;
  - ✓ adequate office space and equipment to perform their tasks effectively; and
  - ✓ an exit interview to assess their learning and review changes for future volunteers.





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### Recruitment of Volunteers outside the European Economic Area

People from outside the European Economic Area are not allowed by law to take up work paid or unpaid without a work permit. Exceptions can be made provided that the following criteria are met:

- ✓ The activity is purely voluntary and does not involve taking up a salaried post or permanent position of any kind within the charitable organisation or entering into any arrangement that is likely to constitute a contract of employment.
- ✓ The activity is either for a registered charity whose work meets the criteria set out in this instruction.
- ✓ The activity is unpaid, or is not likely to be subject to payment of the national minimum wage and directed towards a worthy cause.
- ✓ It is closely related to the aims of the organisation.
- ✓ It is fieldwork involving direct assistance to those the charitable organisation has been established to help.
- ✓ The volunteer intends to leave Cyprus at the end of their stay, which can total a maximum of twelve months.

### Students

Since mid-1999, students from outside the European Economic Area no longer need permission to take part-time or holiday work, including volunteering. Some restrictions remain in place, including a limit of 20 hours per week during term time, unless the college agrees otherwise.

### Refugees

People who have refugee status, and therefore the right to remain, and family members, are allowed to do any type of work including voluntary work.

### Asylum Seekers

In specific sectors, asylum seekers are allowed to work after one month of application. This includes voluntary work. Otherwise, asylum seekers are entitled to work nine months after the submission of their asylum application.





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## Conditions for Volunteers

### Notice

During a volunteer/internship placement, notice of termination of the placement can be given at any time by either the volunteer or RJ4ALL Director. However, both the volunteer and RJ4ALL Europe will aim to give one week's notice if possible (except where the volunteer's behaviour is equivalent to gross misconduct in which case immediate notice may be given by RJ4ALL Europe).

### Discipline and Grievance

Volunteers will not be subject to RJ4ALL Europe's disciplinary procedures nor will they have access to RJ4ALL Europe's grievance procedures. However, volunteers will be entitled to report any concerns or complaints to the Director. Where appropriate, the complaint will be investigated fully by the Director (or the Board if the complaint regards the Director).

### Safe Volunteering Environment

RJ4ALL Europe Volunteers and Interns should adhere to the RJ4ALL Europe Health and Safety Policy, when volunteering in the RJ4ALL Europe offices, volunteers and interns must sign in and be aware of health and safety procedures, equipment and restrictions.

### Recognition and Certification

Volunteers and interns will be offered the RJ4All Europe Certificate of Achievement to recognise their efforts for the NGO and encouraged where possible to undertake accredited training to build their experience and evidence their learning.

Where applicable, the RJ4All will provide YouthPass to the volunteer at the end of their placement and as per the EC YouthPass criteria. Furthermore, RJ4All courses that are accredited with CPD status and are undertaken by volunteers, will be accompanied with the qualified CPD points and certificates.

### Volunteers reimbursing expenses

RJ4ALL Volunteers may be entitled to claim expenses (see also Annex A). The principles are:

- ✓ Where possible, RJ4ALL Europe will make sure that volunteers are fully reimbursed for their costs so that they are not out-of-pocket after volunteering.





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- ✓ RJ4ALL Europe will not give more money that the volunteer has not spent. This could be regarded as a “payment” which will affect volunteers’ tax, state benefits or even their legal status.
- ✓ Expenses will be reimbursed only if they are accompanied by original receipts.
- ✓ Child care costs will only be covered if agreed in advance with the line manager and where the childminder is properly registered with the relevant authority.
- ✓ Travel expenses will be covered for travel to and from the place of volunteering and only while volunteering.
- ✓ RJ4ALL Europe will not pay for the costs of taxis. Public transportation should be used instead. On exceptional occasions travel by taxi maybe considered but the explicit approval of the Director will need to be sought in advance.

### Insurance

Volunteers will be covered by RJ4ALL Europe’s employer’s public liability insurance.

### Training and Involvement

Where a volunteer is at RJ4ALL Europe on a daily basis s/he will be included in general staff activities, such as the monthly staff meetings. Such volunteers may participate in training courses, subject to the availability of funding and only when relevant to the placement.

Interns will be supported to undertake suitable training opportunities online and face-to-face. This will include but will not be limited by the following training courses for all new RJ4ALL interns and they are found on the RJ4All website: <https://rj4allecourses.com/>

Some courses are CPD accredited to support volunteers and interns to evidence their learning and increase their employability potentials. Certification of RJ4All accredited courses will be provided to the volunteers for free.

All interns’ line managers will undertake a training needs analysis with the interns to produce a training plan which will include learning outcomes and pedagogical support for the interns.

### Data protection

RJ4All Europe will apply its Data Protection and Privacy Policy to its volunteers. Furthermore, it commits to process personal data of the European Solidarity Corps





participants in full compliance with European and national legislation on data protection including the GDPR Directive.

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**Dated: 4.3.24**

**Signed off: Dr. Theo Gavrielides, RJ4All Europe Director**



Dr. Theo Gavrielides  
Director



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## RJ4ALL VOLUNTEER AGREEMENT

### The Organisation agrees and commits:

1. To adhere to the RJ4ALL Volunteer and Intern Policy and the [ESC Charter](#).
2. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of the volunteer job. The training will need to be linked to the role of the volunteer at RJ4ALL and will have to be proportionate to the length of the placement.
3. To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance.
4. To respect the skills, dignity and individual needs of the volunteer; and to do our best to adjust to these individual requirements.
5. To be receptive to any comments from the volunteer regarding ways in which respective tasks might be better accomplished.
6. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for the completion of the organisation's goals and the fulfilment of its mission.

### The Volunteer/ Intern agrees and commits:

1. To adhere to the RJ4ALL Volunteer and Intern Policy and the [ESC Charter](#).
2. To perform my volunteer duties to the best of my ability.





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3. To adhere to the organisation's rules and procedures, including record keeping requirements and keeping confidentiality of organisation and client information.
4. To sign out any equipment used and to replace anything that is lost. A crime reference number is required for property which is stolen.
5. To meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that arrangements can be made.
6. If in receipt of state benefits to let DWP/ Job Centre know about any expenses claims made in relation to volunteering for RJ4ALL.
7. To undertake relevant training to understand the organisation and my role.
8. To treat any confidential and private information as such and not share it externally in writing or orally even after the end of the placement.
9. To not use information and the intellectual property of the organization for my own benefit including funding applications, members' data and research.
10. To follow the volunteer expenses policy as set out above. I also acknowledge that I will have to pay back any and all expenses claimed in breach of the above policies within 7 days of the discovery of the breach.
11. No to share any passwords or give access to the organisation's shared drive to anyone externally.

Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Organisation Representative \_\_\_\_\_

Date \_\_\_\_\_





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