



Volunteer Management Policy

LETA/LEPA acknowledges that its existence, purpose and operations are possible only due to the immense contribution of the volunteers, who devote their time, efforts and resources to further the cause of LETA/LEPA.

LETA/LEPA is committed to provide its volunteers, an enriched and fulfilling experience by developing and enhancing their values for sharing and caring, serving the community and stress management by practicing Sahaj Yoga and Meditation. LETA/LEPA will provide a conducive environment for all its volunteers to feel proud of the contribution that they are making to the cause of Sahaj Yoga, to the wider community and to their own sense of making a difference in the life of many people.

In doing so, LETA/LEPA is committed to develop and implement a volunteer management programme that provides a framework for the organisation and the volunteer to develop a symbiotic and synergised relationship.

The State Councillors in each state will act as volunteer coordinators. State Councillors will direct and manage engagement of volunteers in various LETA/LEPA programmes, event and training.

Volunteers at LETA/LEPA will have following rights:

- to be made aware of LETA/LEPA's policies, procedures, code of conduct, dispute and conflict resolution procedures;
- to be treated fairly, equally, with dignity and respect;
- to work in a safe and healthy environment free of bullying and harassment of any kind;
- to be trained in the type of work they are expected to perform;

- to be covered by personal accident and public liability insurances effected by LETA/LEPA;
- to be made aware of any risks to themselves or to others in any activities that the volunteers are engaged in;
- to know their responsibilities and accountabilities;
- to offer their volunteering services as per their own convenience and time;
- to be fully compensated for any out of pocket expenses upon provision of receipts;
- to be compensated for travel by public transport by submitting expense voucher instead of cash receipts;
- to be provided safe transport by LETA/LEPA when required to travel for their volunteering services;
- to be compensated for use of their own transport for LETA/LEPA activities unless the volunteer donates the use of their own transport and not make a claim for its use;
- to be informed and consulted on matters which directly or indirectly affects their work;
- to know whom to approach if they experience difficulty and problems;

Volunteers at LETA/LEPA will be responsible for:

- abiding by the LETA/LEPA's Policies, Procedures, ethical standards and code of conduct;
- be reliable and to timely inform the upline volunteer or state councillor if they cannot attend to the work that they have committed to, due to personal or unforeseen reason;
- respect and support other volunteers;
- be committed to the values and goals of LETA/LEPA;
- do not put him/herself or others at risk by working in unsafe manner;

- maintain cleanliness in their area of work;
- care for LETA/LEPA's property, equipment and appliances;
- always maintain decorum and use of civil language;
- do not approach or work with children/youth if not designated and without Work with Children Check;
- ask for support when needed;
- maintain confidentiality
- report any accident or incident to upline volunteer or state councillor;
- report to senior volunteer/state councillor/Volunteer coordinator if witness any incident of bullying, harassment, intimidation or child abuse by anyone involved in LETA's activities;

LETA/LEPA will have following responsibilities towards its volunteers:

- appoint a volunteer coordinator;
- Develop volunteering code of conduct;
- treat every volunteer with respect and dignity;
- maintain a register of volunteers at each location;
- carry out an induction of volunteers into the organisation, its policies & procedures, emergency evacuation procedures, working with children procedures and the work expected of the individual volunteer;
- designate volunteers (after Working with children Check) to work with children;
- ensure safety of volunteers at all times while they are engaged in LETA related activities or are at LETA/LEPA's premises, training or event;
- consult with volunteers on matters relating planning and execution of their activities,

events, matters relating to their safety, risk assessment;

- Involve volunteers in decision making;
- provide necessary equipment, tools or resources required to complete the work;
- allow breaks between the work;
- provide clean and functional amenities
- maintain appropriate public liability and personal accident insurance cover for its volunteers;
- appoint a volunteer coordinator and approve budget for volunteer management including their training, meals at work and travel expenses etc;
- arrange for safe travel for volunteers, specially, at night;
- compensate volunteers for out of pocket or travel expenses;
- do not force any volunteer to attend to work if it is not at a time of their convenience or free time;
- ensure early communication of duty roster to allow adequate time for volunteers to be able to accept their assigned duties;
- train the volunteer(s) for the work assigned to them. Clearly define and communicate the work and expected outcome from the volunteer(s);
- promptly address concerns or complaint(s) by volunteer(s) without any reprehension;
- recognise and appreciate contribution by volunteers by specific mention at public meetings and internal gatherings;

This policy will be reviewed every two years.

Signed.



Director / Trustee LETA/LEPA.

Date: 30/6/2019