



Harmon Eat Volunteer Policy

1) Purpose

The purpose of this policy is to outline the expectations of Harmon Eat volunteers and the conduct of Harmon Eat's volunteer management and Directors.

We acknowledge the valuable contribution of volunteers, and seek to provide meaningful growth opportunities for all. Ensuring that volunteers develop their own capacity and skills during their involvement is crucial. This policy sets out Harmon Eat's approach to volunteerism, our expectations of volunteers during their assignments, as well as the support mechanisms in place and the opportunities for professional development offered.

2) Guiding principles

Harmon Eat believes that:

- Volunteers play an important and valuable role at Harmon Eat, and should be supported, offered gratitude and rewarded appropriately.
- The provision of volunteer and internship positions in the social enterprise, development and peacebuilding sectors are critical in developing a cadre of passionate, committed and skilled young professionals in these fields.
- Volunteer positions should be considered in line with Harmon Eat's financial situation and overall capacity needs – they should not be used as a substitute for supporting local jobs in-country.
- The health and wellbeing of volunteers is of the highest priority. Decisions regarding the workload and timeframe of voluntary work should be based on the best interests of the volunteer and agreed upon through mutual discussion between Harmon Eat Directors and the volunteer.

3) Expectations for all Harmon Eat volunteers

Harmon Eat agrees to:

- Provide flexibility in working arrangements, allowing the volunteer to prioritise their wellbeing and manage their own workload and commitments accordingly.
- Manage volunteers according to tasks, rather than time committed per week
- Outline, in consultation with each volunteer, their specific role and work plan in writing, at the commencement of their involvement. Harmon Eat recognises that the agreed-upon expectations are flexible and dependent on the circumstances of the individual volunteer.

- Engage in regular Skype conversation with volunteers (fortnightly group conversations and monthly individual conversations) to monitor and discuss progress and work plan.
- Provide an individual mentor who will work with volunteers to ensure they get the most out of their experience, and provide career direction upon completion of their volunteer assignment.
- Cover the costs of any Harmoneat-related expenses and, where appropriate, provide a monthly allowance for such expenses.
- Provide volunteers with appropriate guidance, resources and material to complete Harmoneat work.
- Provide opportunities for training and professional development in relevant fields, as well as Harmoneat orientation for new volunteers.
- Provide reference letters, certificates and any other documentation that assists the volunteer to gain paid employment (if they wish) during or after their assignment.
- Assist with the Harmoneat-related assessment tasks of volunteers completing an internship.

Volunteers agree to:

- Prioritise their personal health, safety and wellbeing above their work plan with Harmoneat. Volunteers are encouraged to play an active role in identifying their needs and desires, and communicating these with Harmoneat staff.
- Identify what they would like to get out of volunteering at the beginning of their involvement, and play an ongoing role in the development of their individual work plan.
- Be adaptable and flexible, recognising that Harmoneat is a start-up and that priorities can change.
- Undertake work as outlined in their agreed work plan.
- Engage in regular Skype conversation with Harmoneat staff to review and discuss progress and their work plan.
- Communicate with Harmoneat staff when they recognise that they require a decreased workload or relief from volunteering.
- Read and comply with Harmoneat's various strategies and resources, with particular relevance to Harmoneat's Child Protection Policy and Values.
- Collaborate, converse and work with Harmoneat staff and other volunteers with respect, non-discrimination and flexibility.

4) Additional expectations for volunteers visiting/based in Yangon

Harmoneat agrees to:

- Be available to answer volunteer enquiries prior to their commencement with Harmoneat. For international volunteers, Harmoneat agrees to provide preparation and support materials prior to their arrival.
- Facilitate the visa application process for international volunteers.
- Meet and pick-up (international) volunteers on arrival.

- Engage volunteers in an orientation and induction training session on the commencement of their assignment with Harmoneat.
- Provide volunteers with the resources required to undertake Harmoneat assignments, including a safe and suitable workspace.
- Nominate and make available relevant staff members to be the volunteer's supervisor for the length of their assignment.
- Provide lodging on Harmoneat premises (for international volunteers). In cases where this is not possible, Harmoneat agrees to assist with identifying and securing suitable nearby accommodation.
- Engage in regular meetings with volunteers to discuss progress and individual work plans.
- Provide volunteers with the opportunity to meet and network with partner organisations.
- Clearly outline the work-related expenses that Harmoneat will cover (and those that the volunteer is expected to cover) during the volunteer's assignment.

Volunteers agree to:

- Undertake orientation and training sessions as agreed upon with Harmoneat.
- Engage in regular meetings with supervisors and staff to discuss progress and individual work plans.
- Cover those costs as agreed upon with Harmoneat, which may involve flights, insurance etc.
- Communicate with Harmoneat supervisors of planned holidays and apply for leave appropriately.