



Atma Volunteer Program Contract

Volunteer Name _____

Overview:

Atma's volunteer program is a very important part of our partnership process. All Atma Volunteers are brought into Atma partnership to undertake professional projects under the direction of Atma.

As an Atma volunteer you will work under the management of Atma staff.

I understand that I am directly responsible to Atma for my performance work and outputs.

Atma Volunteer Signature

1. Atma Beneficiary Protection Policy:

Through Atma's work volunteers will be exposed to beneficiaries including children and people from vulnerable sections of society. ANY negative behaviour including any physical or sexual misconduct, untoward or lewd language or behaviour will be treated with the maximum seriousness and could even lead to investigation by local police authorities.

Atma Volunteer Signature

2. Confidentiality:

Throughout the course of volunteering you may be exposed to sensitive information regarding the organisation you are working with, their beneficiaries or information in regards to Atma itself. It is requested that you use the utmost discretion regarding the use of this information especially on any internet sites including blogs and other social networking sites. Please treat all beneficiary, financial, internal governance or legal issues as confidential. Seek the permission of all persons before taking photos or publishing photos or stories about them even for organisational marketing purposes.

Atma Volunteer Signature

3. Remuneration, Employment:

No Atma volunteer is permitted to accept remuneration of any kind during their volunteer period from partner NGOs or any other party. As a volunteer on a volunteering Visa it is understood that it is not legal to accept any type of remuneration.

Atma Volunteer Signature

4. Illegal Activity Policy:

While volunteering at Atma everything a Volunteer does directly relates back to the organisation, its members and our Partner Organisations. ANY volunteer found to be conducting illegal activities will be expelled from the program immediately. International volunteers will have their visa revoked and told to leave the country immediately or will be reported to the FRRO. We at Atma take all illegal activity seriously, and have a zero tolerance policy on the matter.

Atma Volunteer Signature

5. Intellectual Property:

All items developed as an Atma Volunteer for Atma and Atma partners are the intellectual property of Atma. Atma is open to sharing said items but please discuss with Atma staff before using for any other purposes.

Atma Volunteer Signature

6. Communication Expectations:

Atma is always there to loan support to Atma volunteers, any problems in the working environment or project progress should be expressed to Atma staff and the NGO.

Atma Volunteers are expected to maintain close communication with Atma staff, especially their work supervisor and attend any meetings that are requested. This may include weekly one-on-one work discussions and occasional training workshops.

I understand that as an Atma volunteer I am required to attend Atma meetings and communicate with Atma regularly regarding my work and the working environment. I will cc my work supervisor on all important work emails and send all documents created to my work supervisor.

Atma Volunteer Signature

7. Atma Volunteer Working Expectations:

Atma Volunteers are working and representing Atma with Atma partner NGOs at all times and are expected to cooperate with the following:

- 1) Atma Volunteers are expected to work as scheduled with your work supervisor.
- 2) Atma Volunteers are expected to maintain a professional and culturally appropriate appearance at all times, as per the Atma Dress Code.
- 3) Atma volunteers are expected to be in their placement approximately 80% of the time with the rest of the time spent in the Atma office during their volunteer period. (See Atma Meeting Room Policy).
- 4) All Atma Laptops, Mobile Phones, SIM cards and other Atma belongings given to the volunteer for the volunteer period and must be returned at the end of the volunteer period.

Atma Volunteer Signature

8. Atma Volunteer Vacation Policy:

Vacations are generally not permitted during the Atma volunteer period. Missed work time needs to be checked with Atma and partner NGO. Any Atma Volunteer staying for less than three months is not permitted vacation during volunteer period.

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Agreement to respect policies:

I understand that violation of any of policies 1-3 will result in an immediate termination of the volunteership.

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I understand that violation of policies 4- 7 will be addressed in a case by case manor and may result in termination of the volunteership.

Atma Volunteer Signature

Acknowledgement of general Atma information:

Feedback:

Atma will provide volunteers with professional feedback as part of the Volunteer Experience

Staying Healthy:

Because Atma volunteers are working for such a short period of time it is very important to ensure you stay healthy. This means resting if you are feeling unwell, staying well hydrated, eating healthy/hygienic food, seeing a doctor if you are sick.

Housing Issues:

Housing in Mumbai is not an easy thing to find. Atma has done its best to locate clean and suitable housing for volunteers. It is asked that all volunteers remain in the housing located for them for a minimum of one month and if they are to look for other housing options it is at their own risk and responsibility.

Internet:

The internet is a precious resource in Mumbai and often not available. Most offices have the internet but it has not reached the ubiquitous level it has in other countries. So please be patient and creative in ways you can work without the internet.

Don't Get the "Negatives":

It is easy in a new environment to feel confused and disoriented. It is important, however, for Atma Volunteers to not get into a cycle of negative thinking. Thinking positively will help you out of any situation. If you are feeling depressed or unhappy you can always speak with the Atma Volunteer Coordinator.

Professional Experience:

Your Atma volunteer experience should add to your own professional development. Please tell Atma the professional goals you have and we will try to meet them as best as possible in your job profile.

Work-life balance:

Mumbai is an amazing city with MANY MANY opportunities you can take advantage of. Atma is aware of this and we want you have an excellent time in Mumbai. It is important however, that you prioritize the reason you are in Mumbai- which is to volunteer and keep your social activities confined to the weekends so they do not affect your work as an Atma Volunteer.

Limited Resources:

Working in the development sector Atma and Atma partners are all constantly working against resource constraints. The major resource constraints in NGOs include primarily money and time. As an Atma volunteers we ask you to please be cognizant of this and respectful and creative in the way you approach the use of resources.

Atma Capacity:

Atma is a small organisation and sometimes is very busy. If you do not hear back from us please follow up with whoever you are trying to get in contact with. If you feel you are not getting the support required please let us know and we will try to assist you however possible.

Final Statement:

I understand all of the above statements and requirements and I am committed to abiding by these guidelines for the duration of my Atma Volunteer period.

Atma Volunteer Signature