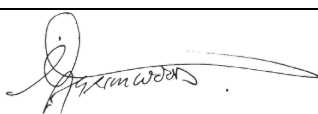




POLICY DOCUMENT

Document Detail:

Volunteer Policy

Exco Review	
Signature Date	18 September 2025
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Signature	

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Purpose

The purpose of this volunteer policy is to establish guidelines and expectations for individuals who wish to volunteer their time and skills to Kheth'Impilo. This policy outlines the process for recruiting, selecting, and managing volunteers to ensure a positive and productive experience for both the organization and its volunteers.

Definition of Volunteer

A volunteer is defined as an individual who willingly offers their time, skills, and expertise to Kheth'Impilo without expectation of financial compensation.

Recruitment and Selection

Recruitment efforts will be conducted through various channels, including but not limited to, the organization's website, social media platforms, community events, and word-of-mouth referrals.

Prospective volunteers will be required to complete an application form outlining their skills, interests, availability, and any relevant experience.

Volunteers may be subject to an interview process to assess their suitability for specific roles within the organization.

Kheth'Impilo reserves the right to accept or reject any volunteer application based on its discretion and organizational needs.

Volunteer Roles and Responsibilities

Volunteers will be assigned roles and responsibilities based on their skills, interests, and availability.

Volunteers are expected to adhere to the organization's mission, values, and code of conduct.

Volunteers must complete any required training or orientation sessions before commencing their volunteer duties.

Volunteers must perform volunteer activities in accordance with the agreed working arrangements and notifying the appropriate personnel in case of schedule conflicts or emergencies.

Professionals who volunteer their time and skills must ensure that they maintain their registration with the respective bodies which allow them to continue to practice within their respective fields.

Supervision and Support

Volunteers will be supervised by designated staff members or volunteer coordinators who will provide guidance, support, and feedback as needed.

Volunteers will have access to resources, materials, and equipment necessary to perform their duties effectively.

Kheth'Impilo will provide a safe and inclusive environment for volunteers and address any concerns or issues promptly.

Confidentiality and Data Protection

Volunteers may have access to sensitive information about Kheth'Impilo, its clients/beneficiaries/patients, donors, or stakeholders. Volunteers are required to maintain confidentiality and respect the privacy of individuals and organizations associated with the organization.

Volunteers must comply with all applicable data protection laws and regulations when handling personal or confidential information. Volunteers specifically comply with POPIA regulations.

Recognition and Appreciation

Kheth'Impilo will recognize and appreciate the contributions of its volunteers through various means, such as thank-you letters, certificates of appreciation, volunteer appreciation events, and public acknowledgment.

Volunteers may also receive opportunities for professional development or networking within their respective fields.

Termination of Volunteer Service

Kheth'Impilo reserves the right to terminate a volunteer's service at any time for reasons including but not limited to misconduct, failure to fulfill responsibilities, or organizational restructuring.

Volunteers may also choose to end their service with the organization at any time, with prior notice and discussion with the volunteer coordinator or designated staff member.

Amendment and Review

This volunteer policy may be amended or updated as needed by Kheth'Impilo.

Volunteers will be informed of any changes to the policy and provided with updated copies for reference.

Compliance

All volunteers are expected to comply with the provisions outlined in this policy and any other relevant policies or procedures of Kheth'Impilo.

Contact Information

For inquiries or further information regarding volunteering opportunities at Kheth'Impilo, please contact Merlin Osborne at info@khethimpilo.org.