



## **Policy on Volunteering**

### **1. Policy principles**

- 1.1 Orients Occidents Nexus is an Institute for research and cultural inquiry at all levels, benefit of all the world, present and future.
- 1.2 Volunteers are very important to the Institute and their commitment and enthusiasm is appreciated. Orients Occidents Nexus is committed to providing meaningful, enjoyable and safe volunteer assignments of real value within clear and appropriate programmes of activities.
- 1.3 The Institute defines volunteers as those who are under no obligation to perform duties and who have no expectation of, and do not receive any, remuneration for the time that they spend volunteering for the Institute.
- 1.4 The relationship between volunteers and the Institute does not create a legally binding contract or a relationship of employment between the Institute and the volunteer. The Institute accepts the volunteers on the understanding that their services are received at its sole discretion, and that a volunteer's relationship with the Institute may be terminated by either side at any time without notice and for whatever reason.
- 1.5 Volunteers are not a substitute for employees and the Institute does not recruit volunteers to displace them. Individuals who gain employment at the Institute must step down from their volunteer roles. Staff may not be Orients Occidents Nexus volunteers whilst also working for the Institute, although they may occasionally assist in other roles as part of their personal development.

### **2. Joining the volunteer programme**

- 2.1 Orients Occidents Nexus is committed to engaging and developing a diverse volunteer body.
- 2.2 When the Institute has opportunities for volunteers, where possible these are shown on the Institute website. The Institute may select individuals from applications for voluntary opportunities and invite them to a meeting to determine whether the individual would be suitable as a volunteer for the Institute. The Institute's decision on suitability of a prospective volunteer is absolute and final.
- 2.3 All individuals will be required to undergo security clearance and reference checks before they are formally accepted as Orients Occidents Nexus Volunteers. The level of clearance required will vary depending on the volunteer role.
- 2.4 Individuals from outside of the European Economic Area must ensure that they have a visa which permits them to volunteer in Germany for the Institute before applying to be a volunteer.

2.5 Children and young people under 18 can not volunteer.

### **3. Expenses**

3.1 The Institute is not able to pay expenses to volunteers.

### **4. Supervision and support**

4.1 The Institute is committed to ensuring that all volunteering experiences are meaningful, enjoyable, rewarding and safe. All volunteers are assigned a member of the Institute staff to act as their supervisor during their time spent volunteering for the Institute.

4.2 Volunteers do not have the authority to represent themselves as spokespersons for the Institute, to make contracts for the Institute or make any other commitment on its behalf.

### **5. Diversity and equality**

5.1 Orients Occidents Nexus is committed to developing a diverse volunteer body and to making volunteering opportunities as accessible and responsive as possible to the different needs of our volunteers.

### **6. Safety**

6.1 Orients Occidents Nexus is committed to ensuring that all volunteering experiences are safe.

### **7. Confidentiality**

7.1 Volunteers should uphold the name of Orients Occidents Nexus and maintain the confidentiality of all confidential information to which they are exposed while volunteering.

This Policy will be reviewed at least once every five years.

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