

IVY POLICIES

General

Volunteering Policy



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Volunteering commitment

Volunteering is an activity that a person undertakes not for profit but out of solidarity. Respecting the framework within which a person volunteers is key to a successful experience. For IVY, there is a set of rules that aims to ensure a fair commitment to all participants. This includes the following aspects:

- The volunteering activity is full-time, with a minimum of 29 hours and a maximum of 35 hours per week.
- Each volunteering experience has a duration of 2 to 6 consecutive months. The start and end dates are decided by both mentor and volunteer ahead of time.
- Volunteers are entitled to two days of holidays per month.
- Volunteers receive financial support in the form of a stipend, based on the country in which they are deployed, which is calculated based on the number of days they volunteer for. The stipend covers the entire duration of the volunteering activity. That is, if the volunteer is deployed for 60 calendar days, then the stipend will cover each of the 60 days.

- Each volunteer is covered by health, accident and liability insurance.
- Volunteers also receive a stipend for travel costs, based on the distance they travel to relocate to the volunteering location.
- The experience is in-person: the volunteering activity will take place on the premises of the host organisation.
- Each volunteer is assigned to a mentor.

SOME EXCEPTIONS ARE POSSIBLE AND SHOULD BE REQUESTED TO THE IVY TEAM. THESE INCLUDE:

- Part-time volunteering:

We understand that volunteering part-time might be a necessity for certain people to be able to volunteer, and for this reason it is possible to volunteer part-time.

There are some considerations to be taken into account regarding part-time volunteering:

- (a) A minimum of 60 volunteering days is mandatory;
- (b) the financial support for the volunteer will be reduced accordingly, based on the actual volunteering time;
- (c) allowances are calculated and distributed as follows: volunteers will receive an amount which corresponds to the percentage of volunteering days per week, including the weekends;
- (d) a minimum amount of volunteering time must be ensured: volunteers must volunteer at least 14 hours per week (equivalent to two working days);
- (e) cap on hours: volunteers deployed on a part-time basis can volunteer up to a maximum of 28 hours per week (equivalent to four days). This will prevent exploitation and ensure fairness;
- (f) The request to volunteer part-time must come from the candidate only, and can only be considered if the host agrees.

- Interruptions or extensions:

Extensions of the volunteering period up to a maximum of six months are possible, as well as interruptions. To change the duration of the volunteering experience, the volunteer must contact the IVY team to arrange this.

- Remote volunteering:

A maximum of 5 days per month can be performed remotely, including in a home-office setting, if the host organisation and the volunteer both agree to it. The days of remote volunteering can be consecutive or split up within a month, but cannot be transferred to other months: if they are not used, they expire at the end of each month. The arrangement should be decided by volunteers and mentors.

Volunteers must also be fully covered by insurance when volunteering remotely. If they are located in a different country than the one in which they are insured for the volunteering activity, even temporarily,

they must guarantee that they are covered. If they are not covered, volunteers must arrange their own health, accident and liability insurance for the period during which they are outside of the country they are otherwise insured in. AEBR's IVY team can help organise a policy, but costs will be borne by the volunteer. AEBR shall not be deemed liable for any accidents or damages occurring while the volunteer is in a different country than the one in which they are covered for their volunteering activity while working remotely. The financial support will remain unaffected.





The volunteers' role and measures to avoid abuse

Volunteering is a unique opportunity for young people to have an impact on cooperation policy. To ensure that everyone involved feels included and respected during the experiences, and with these IVY policies, we are committed to supporting volunteers and mentors to make the most of the IVY programme.

THE ROLE OF VOLUNTEERS AND THE MEANING OF VOLUNTEERING

With IVY, we aim to support Interreg programmes and projects through the contributions of volunteers. The role of volunteers is to enrich European Territorial Cooperation with their unique competences and perspectives. For them, it is an experience of civic engagement in which they contribute to Interreg, and by doing so, learn more about cooperation.

Involving volunteers has the potential to bring benefits, such as broadening participation, creating more inclusive working environments, improving Interreg projects and providing additional support and resources.

It is important to keep in mind that volunteers are not a substitute for paid staff. Volunteers cooperate with the staff, and should not be expected to have the same responsibilities as employees.

Volunteers provide additional support; they complement and supplement the work of paid staff, bringing the added value of involving young people in the process and therefore gaining a new perspective.

As such, the goal of the IVY volunteering programme is to provide opportunities for individuals to contribute their time and skills to Interreg, while also gaining valuable experience and making a positive impact on the community.

At AEBR, we value the diverse contribution of each volunteer, recognising that everyone brings unique competences and perspectives.

To support the role of volunteers, our aim is to facilitate a fulfilling and impactful volunteering experience, fostering an environment where each individual feels empowered to contribute in ways that resonate with their personal goals and values. In this sense, we respect the choice of volunteers to carry out tasks that align with their interests and skills.

NO JOB SUBSTITUTION POLICY

Volunteers complement and supplement regular work of paid staff by providing additional support and resources: they will carry out tasks which aim to support the activities carried out by paid staff in the framework of the Interreg programme or project they are involved in.

The volunteer's role and activities must not be used to fulfil the core work of paid staff. Volunteers will not be assigned responsibilities that are currently held by, or have been previously performed by, or that would otherwise be done by, paid staff in a regular capacity.

DEFINITION AND SCOPE OF WHAT CONSTITUTES JOB SUBSTITUTION

At IVY, we are committed to avoiding instances of job substitutions and aim to offer a fulfilling volunteering experience. Job substitution refers to the practice of replacing paid staff with volunteers.

Job substitution occurs when a volunteer is asked to perform tasks that are outside the scope of their role or responsibilities. Here are some examples of what might be considered job substitution:

- A volunteer is asked to perform tasks that are typically performed by paid staff, such as tasks that are already foreseen within the project or programme management (basic communication, management, reporting, administration);
- A volunteer is asked to have a specialised training or certification to perform a task.

For each volunteering experience, the scope of volunteer roles versus paid positions should be clearly defined by the host organisation. In general, volunteer roles are less formal and less structured than paid positions. Volunteers may be asked to perform a wide range of tasks depending on their skills and interests. Paid positions, on the other hand, are typically more specialised and require a higher level of expertise and training.

Volunteers are not paid for their work and we wish to build a programme in which their contributions are valued and recognised.

POLICIES TO AVOID ABUSE

To avoid conflicts, we encourage transparency and open communication.

Volunteers and mentors should disclose any potential conflicts, including:

- Parallel or previous contracts between the volunteer and the host organisation;
- Family ties and relevant relationships;
- Clashing interests.

PROTOCOL TO RESPOND TO REPORTS OF JOB SUBSTITUTION AND ABUSE

Reporting: Volunteers are encouraged to report any concern regarding a potential job substitution by contacting AEBR's IVY team at ivy@aebr.eu.

Investigating: AEBR's team will investigate all reports of job substitution, promptly and thoroughly gathering all relevant information.

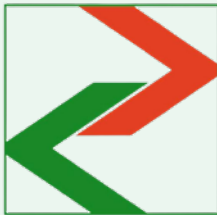
Corrective action: If job substitution has occurred, AEBR's team will encourage the host organisation to take corrective action immediately. This could include redefining the volunteer's role, clarifying the involvement's policies, or terminating the volunteer's involvement in the programme.

AEBR's team communicates regularly with volunteers, ensuring that no job substitution occurs. If this happens, the team will respond promptly following the protocol outlined above.





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