



POLICY STATEMENT - Volunteers and Interns

UNWomen AotearoaNZ will from time to time wish to secure the services of a volunteer or intern to assist with advancing the work of the organisation.

Definitions:

Intern means a person who will be engaged for a particular task or set of tasks for a medium to long term period, e.g. several weeks or months. An intern is usually seeking to gain experience and/or develop specific skills in the area of gender equality and women's empowerment. An intern may or may not be paid. If an intern is paid a contract for service will be set up for the intern specifying the purpose of the role and the duration and price in accordance with standard contracts for service.

Volunteer means a person engaged for a particular task or set of tasks which are typically short term or one-off in nature. A volunteer will not be paid but may receive some reimbursement of direct expenses if this has been agreed prior to the engagement. They may be known as an Empowerment Volunteer.

Protocols

1. Persons contacting UN Women expressing interest in volunteering or internships will usually be required to submit a resume and provide a statement about why they wish to volunteer. Volunteers for specific projects may also be recommended through Board members' networks.
2. A schedule of interested persons will be maintained, including location, visa status, skill set.
3. As opportunities to engage volunteers/interns arise, the schedule will be the first point of reference.
4. Volunteers/interns engaged to assist will be those whose resume attests to their ability to undertake the task/s and are appropriate for the role, i.e. with values, principles and behaviours which align to UN Women.
5. Volunteers/interns will be provided with an information pack about UN Women and asked to sign the Code of Good Practice.
6. UN Women will not provide written references for volunteers/interns but will provide a Certificate of Service and an officer of the Board may act as a verbal referee if asked.



Code of Good Practice

As a UN Women Empowerment Volunteer/Intern I agree to:

1. Inform myself about the nature of the volunteer/intern work I am going to undertake to be sure I am able to do what is required
2. Respect the work and the people with whom I will be interacting and seek guidance on issues of privacy and confidentiality
3. Act in an ethical manner and be professional and adaptable
4. Uphold the principles and values of UN Women
5. Take due care with my security and personal safety, ensuring I familiarise myself with the security and health and safety requirements of the location of my volunteer work
6. Accept and sign this Code of Good Practice

UN Women Board agrees to:

1. Provide volunteers/interns with all relevant information relating to the nature of the volunteer/intern work to be undertaken
2. Brief volunteers/interns on UN Women's expectations of volunteer's/intern's behaviour and their rights and obligations
3. Facilitate volunteer's/intern's introductions to any third parties involved in the task/s.
4. Ensure volunteers/interns are advised of particular security or health and safety requirements pertinent to the volunteer work or location
5. Ensure volunteers/interns are not given tasks they cannot reasonably undertake or which will require time or effort in excess of that which volunteers/interns can reasonable expect.

Name _____ Signed: _____

Empowerment Volunteer/Intern

Name _____ Signed _____

(On behalf of UN Women AotearoaNZ)

Date _____

26 August 2020