

Effective Altruism Philippines

Volunteer Policy Framework

Introduction

The Effective Altruism Philippines (EA PH) volunteer policy framework defines the purpose, policy, principles, practice, and procedures by which we approach the involvement of volunteers across the organization. It aims to ensure that everyone involved in EA Philippines - community builders, associates, volunteers, and members share a common understanding of the important role of volunteers in the organization. It seeks to clarify the rights, responsibilities, and expectations for volunteers and warrants productive engagement with volunteers.

Our Vision

EA Philippines strives to be a thriving community of Filipinos who use evidence, reason, and compassion to maximize their social impact with their careers and resources. We do this by serving our mission to provide high-quality resources and discussion spaces for students and professionals to learn about and practice the principles of effective altruism.

We want to take our vision and mission further by engaging volunteers in our activities and involving them in achieving the community's short and long-term goals. We believe that having the chance to be more proactive in initiating and organizing events and projects for the local community will motivate EA PH members to also become active in the global EA community and in finding more impactful opportunities. Volunteering could also result in sharing of experiences and knowledge that could help in community and leadership development. Furthermore, volunteering contributes to the community engagement and overall capacity of EA Philippines. Lastly, we are committed to helping our members develop relevant skills and gain confidence which they can use in their future high-impact career.

What it means to be an EA PH Volunteer

Definition of Volunteering

Volunteering is typically rendered by an individual by choice and without seeking financial gain. The common end goal of volunteering is to contribute to a public/community benefit.

Being an EA Philippines Volunteer

As an EA PH volunteer, you are an individual who willingly contributes your time, effort, and talent to EA PH to help achieve our short and long term outcomes without profiting monetarily.

Difference between Intern and Volunteer roles

In general, volunteering is more of being motivated to *help out* while internships are more of being motivated to *develop skills*. In EA Philippines, interns and volunteers are both involved on an agreed and fixed term or in finishing a one-off project. However, volunteers are not expected to get paid.

What determines whether an EA PH Volunteer is paid or not?

EA PH Volunteers who work on long term projects (3 months or longer) or regular basis operations work receive a monthly allowance (depending on the project and agreement) to defray expenses. EA PH Volunteers who work on ad-hoc projects may receive an assignment support allowance depending on the nature of the project. This is discussed more in our [Reimbursement and Allowance](#) policy.

The value of EA PH Volunteers

In EA Philippines, we value our volunteers because they bring in additional skills and new perspectives that help us enhance the quality of our work and approach in community building. As an EA PH Volunteer, you will be able to increase our capacity to serve our mission and contribute positively to the overall community welfare by enabling us to be more responsive and flexible. Lastly, you are usually the most active members and could encourage higher participation from the community.

Rights and Responsibilities of an EA PH Volunteer

The Volunteer Coordinator shall be responsible for the development and coordination of all voluntary activities within the organization— which includes implementing volunteer policies, procedure, mobilization, and ensuring welfare of volunteers.

The relationship between you as a volunteer and EA Philippines is formed based on trust and mutual understanding— this does not constitute an employee-employer relationship. There will be no enforceable obligation and contract for you to perform particular tasks or for EA Philippines to continue providing opportunities. However, we must have a mutual understanding of what the organization expects from you and what you should expect from us.

You are an integral part of EA Philippines. We value you as an individual as much as we value your contribution to the community, and we commit to deliver our utmost support. As a volunteer, you have rights and responsibilities.

EA PH Volunteers have the right to:

1. Be treated with respect in a non-discriminatory manner
2. Have clear information on what is and is not expected of them
3. Work in a safe and healthy workplace, to know what constitutes an unsafe work environment, and to refuse any work deemed unsafe
4. A supportive working environment where they can collaborate and contribute to
5. Effective and meaningful volunteer involvement practices
6. Have a say about their work and ideas regarding their role or project
7. Have opportunities for personal and professional development
8. Provide feedback and receive feedback when requested and at regular intervals
9. Be reimbursed for any unavoidable expenses they made for their role or project
10. Ask for and receive support from their supervisor and the EA PH core team
11. Receive adequate support and training in order to complete additional (but mutually agreed) tasks of the role
12. Be recognized and appreciated
13. Have access to the practices and procedures of the EA PH Volunteer Management System

Volunteers have a responsibility to:

1. Support the basic ideas of [Effective Altruism](#), practice its [guiding principles](#), and uphold EA Philippines' values
2. Comply with the Volunteer Policy
3. Act with respect towards the community, organization and its work
4. Respect confidentiality between other community members and the data that the volunteer will be given access to.
5. Act responsibly, proactively, and with integrity
6. Execute the duties of the role as defined in the position description efficiently and effectively
7. Make the most of the opportunities, training, and guidance provided
8. Notify their manager if they are unable to fulfill their role (whether temporarily or permanently)

General Volunteer Policies

Onboarding

Before you begin your term with EA Philippines, you will be required to attend an orientation about the volunteer policy and practices. This will be a one-hour meeting between you and the volunteer coordinator, where the volunteer manager may also be present. You may raise any questions, concerns and reservations that you have during the meeting. You and the coordinator will be signing a volunteer agreement at the end of your onboarding meeting.

Supervision

As a volunteer, you will be provided support and supervision as needed. During the onboarding process, you will be assigned to a supervisor who is the point person for your project or work in EA Philippines. You will be required to regularly report to the supervisor and must notify them if you will be unable to fulfill a commitment for any reason. If the supervisor cannot be reached after a reasonable amount of time, you may contact the volunteer coordinator.

You are also encouraged to have a one-on-one with the volunteer supervisor once every month to discuss your performance, personal development, and work-related concerns. Feel free to approach your supervisor anytime outside your set check-ins if needed.

Records Management

You are required to keep track of the number of hours you spent volunteering on a monthly basis. We recommend that you use [Toggl](#) but you may use other applications that you prefer. Although there is no minimum required hours for volunteering, record keeping is still necessary for us to monitor your status. Have your supervisor validate your number of hours.

Support and Training

During your onboarding process, you will be given access to the resources, accounts, and training you need to fulfill your role effectively and efficiently. You may approach your supervisor if you need more coaching and direction in your role. If you feel like you didn't

receive adequate training and support from your supervisor, you may contact the volunteer coordinator.

You will also be assigned to a welfare officer in the EA Philippines core team. You may talk to them about issues that you are uncomfortable discussing with your manager or coordinator. The volunteer coordinator will also conduct mid-term and post-term check-ins with you for your evaluation of the experience.

We will provide assistance and opportunities for you to gain valuable experience and skills. We can also give support in gaining or extending skills and confidence, CV writing, and finding other voluntary or paid opportunities (as references). Aside from these, we will endeavor to offer advice, provide worthwhile experiences, and connect you with contacts that could possibly further your career.

Confidentiality

As you fully partake in any relevant training and activities in EA Philippines, you may come into contact with confidential information about the organization's operations, staff, members, and fellow volunteers. You are expected to respect and protect the confidentiality of people and data during and after your term. EA Philippines will also uphold its responsibility to protect and handle your personal information. During your onboarding, you will also be asked to complete a [Confidentiality Pledge Form](#).

Recognition

All volunteers will be given equal opportunity to share their views and opinions regarding projects, events, and concerns within the community. During your term as volunteer, all materials and projects you have created through any platform shall be owned by and belong to EA Philippines. We will provide acknowledgement for your contributions through annual reports, social media, or other platforms, if necessary. You are also welcome to inform us of the form of recognition that would serve you best and the level of publicity that you are comfortable with.

Health and Safety

EA Philippines strives to provide a safe and healthy environment, both remote and on-site, for all our volunteers. You will be required to accomplish an [Emergency Contact Form](#) to ensure that we have important information in case of an emergency. By signing this form, you consent to us storing this information during your term and using this in emergency situations.

In case of an injury during on-site work, please notify any EA Philippines core team member or your supervisor immediately. EA Philippines currently does not have an Insurance and Liability Policy but we may be able to cover volunteers for injury sustained during their activities with us. However, we will not pay for loss or damage of personal property.

Reimbursement and Allowance

EA Philippines will reimburse all reasonable costs that you may incur as a direct result of your work with us, provided that we agreed in advance and you will submit the receipts before the end of your term.

Volunteer positions are not paid but depending on the availability of resources, we may be able to provide you with allowance. Your allowance will be classified as one of the following:

1. Communication Allowance: You may receive a monthly communication allowance which covers your internet expenses.
2. Living Allowance: This is a monthly allowance that covers a few basic living expenses but is not to be construed as a salary. This could cover transportation and food expenses during co-working and on-site instances.
3. Assignment Support Allowance: For volunteer roles that are more ad-hoc or short-term, you may receive a one-off allowance to cover the activity costs. Assignment support allowance are approved by the EA PH core team on a case-by-case basis and are usually capped at a specific amount.

In cases where you will be receiving an allowance, the exact amount shall be determined during your onboarding process and will be part of your volunteer agreement.

Grievance

EA Philippines aims to treat all volunteers and staff fairly, objectively and consistently. We want to make sure that all our volunteers' concerns are heard, noted, and acted upon promptly. The following are types of disputes that we seek to address to the best of our ability:

1. Personal or work-related disputes between volunteers-to-volunteers, or between volunteers and staff/EA Philippines core team members;
2. Breakdown of working relationships due to irreconcilable differences;
3. Misunderstanding about the expectations and boundaries of volunteer roles;
4. Unfair treatment between volunteers;
5. Inappropriate behavior such as bullying, harassment, or unwanted advances; and
6. Any other case wherein a volunteer has a dispute or complaint with any other volunteer, staff or EA Philippines core team member.

Our initial approach is to attempt to deal with the grievance informally and at the earliest opportunity. The EA Philippines core team will be investigating the reported issue and set a meeting with the parties to come up with a resolution.

Rest assured that the rest of the procedure for grievance handling will be carried out with confidentiality, fairness, and timeliness. We will resolve grievances as close to the source as possible and any complainant should be free of unfair repercussions after the procedure.

Moving forward

Once a volunteer is done with their term/completed their project and wishes to move forward from volunteering with us, they will be asked to answer an exit survey form and to have an exit interview. EA Philippines will remain committed to provide career assistance and support should the former volunteer request it.

Recruitment and Screening Process

For our recruitment and screening process, we will strongly adhere to the [Principles of Equal Opportunity](#). The recruitment stages and screening process undertaken to fill in volunteer roles shall be consistent.

Information on the Role

Volunteer positions will be promoted in all channels: EA PH Slack, Facebook Group, and the monthly newsletter to reach all members of the community. All recruitment stages will be done digitally to cater to those outside Metro Manila.

The written description for the volunteer role which includes the nature and purpose of the role, key tasks and responsibilities, skills required and benefits shall be made accessible to all the community members. The EA PH core team, especially the volunteer coordinator, shall be approachable for those who would want to inquire about volunteering.

Screening Process

The screening process will typically involve three stages: (1) filling up an application form, (2) an informal interview, and (3) the onboarding process. All applicants of the same role should expect to go through a defined and consistent process. Information about how they can perform best during the application process will be made accessible.

Applicants will be interviewed by the volunteer coordinator and/or a few members of the EA PH core team. The interview questions are developed in advance and designed to know more about the skills, competencies, and experience of the applicants that are relevant to the volunteer role. The interview will be recorded and the interviewer may also take notes. The applicant may request a copy of the recording at any time.

A test task stage may be added depending on the key tasks of the role. Test tasks are typically given to further determine suitability of the applicant and to provide them initial experience with the role. This is to be done on an agreed, mutually convenient timescale. Fair and consistent guidelines shall be developed in advance for the test tasks.

All applicants should expect feedback after the end of the screening process. Successful applicants shall proceed with their onboarding. For unsuccessful applicants, we will try to discuss alternative opportunities with them.

Workplace Violence & Harassment Prevention

EA Philippines is committed to ensure that volunteers work in an environment that is free from discrimination, violence, and harassment. Below is our definition of the following words:

1. A **workplace** is any space where tasks and activities related to EA Philippines are carried out. This can be a public area such as offices, coffee shops, or workspaces or a private area such as residences of community members. It can also be a digital space such as Zoom, Discord, Gathertown, Gmeet, Slack, etc.
2. **Discrimination** is any form of intentional or unintentional unequal treatment that results in disadvantage of the volunteer whether imposing extra burdens or denying benefits.

3. **Harassment** pertains to a course of actions or words that are inappropriate and hurtful towards others. It involves words and actions that are offensive, embarrassing, humiliating, demeaning, or unwelcoming for the receiving person.
4. **Workplace violence** happens when a person uses physical force against another person which the receiving person interprets as a threat and that could cause physical injury.

Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other part of their personality will not be tolerated. We highly encourage volunteers and other members of the community to report incidents of discrimination, harassment, and violence to the volunteer coordinator and the EA PH core team.

Approach to Instances of Harassment and Discrimination

EA Philippines along with the volunteer who feels that they have been the target of harassment or discrimination have three options to approach the concern:

1. With little intervention from EA Philippines, the complainant can **directly communicate** with the aggravator to resolve the issue.
2. With the assistance of EA Philippines, the complainant can lodge an **informal complaint** and not communicate directly with the aggravator to resolve the issue.
3. With the assistance of EA Philippines, the complainant can lodge a **formal complaint** with the possibility of taking legal action against the aggravator.

Complaints

All volunteers who lodge complaints may do so without fear of retaliation or reprisal. Complaints will be kept confidential and will only be disclosed to other parties if deemed necessary to adequately resolve issues.

The alleged aggravator shall reserve the right to have due process, be informed of their fault/s, justify themselves, and be rendered an impartial decision.

Volunteer Feedback & Evaluation

As stated in the [Rights and Responsibilities](#), volunteers are entitled to receiving and providing feedback on a regular basis. Gathering feedback from our volunteers helps us in assessing and monitoring our impact not only to the community but also to our short-term and long-term goals.

During your monthly check-ins with your supervisor, you will receive their review on your performance. You will also provide feedback on your role, your supervisor, and any other concerns. You may request for feedback and evaluation any time as you deem necessary. The evaluations are also placed to help you and your supervisor to collaborate on changes you/they might need to make regarding your tasks and to enhance your relationship.

The volunteer and supervisor may refer to the [discussion template](#) for their monthly evaluation. They will also be required to answer feedback forms for each other.

Resignation and Dismissal

For cases wherein volunteer terms have to end prematurely due to resignation or termination, EA Philippines commits to our Resignation and Dismissal Policies. These

policies are in place to ensure you are aware of the process for resigning from your volunteer role, as well as the process for dismissal, if necessary.

Resignation

All volunteers have the right to discontinue their engagement without fear of reprisal or punishment. For volunteers who want to resign from their role, we want to ensure that we receive a clear and reasonable notice.

Volunteers should provide a written notice of their resignation to their supervisor at least two weeks prior to their resignation, except in the circumstance of family or medical emergency. Volunteers will be asked to provide a reason for resignation. This is only for us to have a mutual understanding of the motivations behind the resignation.

All volunteers who resigned will still be encouraged to go through an exit interview and answer the exit survey.

Dismissal

EA Philippines reserves the right to dismiss any volunteer whose actions have not supported the values of the organization and have violated the policies, boundaries, and responsibilities of their role.

We acknowledge that our volunteers, like everyone else, are not perfect and we would not demand them to do a great job all the time. However, there may be instances wherein EA Philippines would have to terminate a volunteer's term before the agreed end date. When this happens, we want to ensure that the dismissal is fair, equitable, and reasonable based on our evaluation of the situation, and the expectations, responsibilities, and consequences of the volunteer's actions.

Grounds for Dismissal

The supervisor is responsible for determining the responsibilities, boundaries, and expectations of the role and for making sure that the volunteer is aware of the following. The volunteer, on the other hand, is expected to understand their responsibilities and expectations and to be aware of the termination policy.

The following grounds for dismissal may include:

1. Volunteer commits actions that can qualify as workplace violence, discrimination, or harassment of other member of the organization;
2. Repetitive or frequent negligence of tasks and responsibilities that leads to irreversible negative consequences for the organization; and
3. Actions that may be considered crime such as theft, illegal/violent or unsafe acts.

General Procedure

The volunteer's supervisor will submit a written report to the volunteer coordinator about their concerns and recommendation for dismissal of the volunteer. A call will be set between the volunteer, supervisor, coordinator and the EA PH core team (if necessary) to determine whether the volunteer's agreement should be terminated. All volunteers whose terms were dismissed will still be required to go through an exit interview and answer the exit survey.

Should you have any concerns or questions about this Volunteer Policy, feel free to contact Althy, Elmer, or your supervisor.

Being a volunteer is a good first step to a journey of maximizing your social impact and doing the most good. We are so grateful for your support to EA Philippines. We hope you have a fulfilling volunteer experience!

Links, Forms, and Templates

Form/Template	Purpose	Submit To
Directory		N/A
Althy's Calendly	For any concerns regarding our volunteer management and policies	N/A
Volunteer/Intern Journal	For record keeping of volunteers and monthly journal entries	Althy
Confidentiality Pledge Form	In line with the Confidentiality Policy , volunteers will fill up this form during their onboarding	N/A
Emergency Contact Form	In line with the Health and Safety Policy , volunteers will fill up this form during their onboarding	
Reimbursement Request Form	In line with Reimbursement and Allowance Policy , volunteers can reimburse through this form	Inform Elmer after submitting form through email
Grievance Form		
Feedback Form - for Volunteer	Working Template	
Feedback Form - for Supervisor	Working Template	
Monthly Evaluation Template	A quick guide for the Supervisor and Volunteer to discuss over during their monthly check-ins, as part of the Volunteer Feedback & Evaluation Policy	N/A
Resignation Notice Template	Request for the template from Althy	Submit the notice to your supervisor and cc Althy
Exit Survey		
Exit Interview Process		