

## DAU 11-5 Volunteering Policy

Policy Code	Policy Name		
DAU 11-5	Volunteering Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Student Affairs	10/2023	10/2027	

### 1. Policy Purpose

This policy aims to outline the duties and responsibilities of volunteers at the university and to ensure that all university members interact with volunteers in a way that safeguards the university's interests and reduces risk to both the volunteer and the university.

### 2. Policy Scope

This policy is applied for all Volunteers employees who work in DAU.

### 3. Policy Statement

"*Volunteer*": is A person who voluntarily offers services or help to the University without payment of fees, wages, salaries or any expectation of reward other than a pre-approved honorarium, if appropriate.

A description of the tasks and obligations related to a Volunteer's job at the University is referred to as a "Volunteer Activity." The term "Volunteer Supervisor" refers to a person overseeing a Volunteer.

- The institution values volunteers' support of the University's mission. Employees, students, and community members can represent the University by volunteering in internal and external communities.
- Then the Authorized unit has the responsibility of personnel selection, recruiting, training, upkeeping, and dismissal of the Volunteers at the University
- The University will ensure that Volunteer Supervisors have the knowledge and training necessary to help Volunteers comprehend their responsibilities at the University and respond in a way that supports Volunteers.
- Volunteers are required to behave ethically in a manner that is congruent with that of university staff.
- Volunteers will be held accountable and may face disciplinary actions, including losing their volunteer position, if they engage in any misbehavior or misconduct against university policies and procedures.
- When a Volunteer is carrying out their volunteer activities, the University will ensure that there will be suitable insurance in place to cover any expected accidents.
- A Volunteer who behaves in a way that is against the University's policies and procedures will not continue his volunteering process in DAU.
- Except in cases where the Volunteer Supervisor agrees to pay expenditures in advance, the University will not reimburse Volunteers for any costs they incur due to their volunteer activities. These costs could be for parking, transportation, mileage and/or food services.
- The University will not ensure any personal automobiles, leased/rented vehicles, or vehicles temporarily used while traveling to and from the volunteer activity.
- The University's employment benefits program will not cover the Volunteer.
- Volunteers who have cause to fear that Volunteering workplace may put them in danger may decline to work or only accept specific tasks.

- There are different Volunteering initiatives that DAU students/staff would participate in; such as: Ramadan Iftar, Blankets Distribution, Orphans and kids with special needs reception at DAU premises, Planting and any other charity initiative.

Note: DAU Volunteering activities by DAU and its students are recorded in the “National Volunteering Platform”.

#### 4. Related Policies/ Documents/ Forms

DAU 11-2 Community Engagement Policy

#### 5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/ 2023	1 <sup>st</sup> issue of the Policy