

Volunteer Policy

im

Volunteer Policy for IM's operations in Sweden

The volunteer policy aims to create security and clarity for everyone contributing to IM's work in Sweden. The policy serves as a support for you as a volunteer during your assignment and outlines roles, mutual expectations, rights, and responsibilities.

IM Individuell Människohjälp/Swedish Development Partner is a Swedish non-profit, nonpartisan and religiously independent membership organization. IM's vision is a fair and humane world. IM's mission is to expose and fight poverty and exclusion both globally and in Sweden. This is primarily achieved through partnerships with other organizations. The engagement of members, volunteers, and donors is central in our work. IM is guided by human rights and diversity and inclusion, rejecting all forms of discrimination.

§1 IM's statutes

IM works to reduce conflicts, misunderstandings, and suspicions between individuals, groups, and communities by creating spaces for meetings, dialogue, learning, and reconciliation.

Everyone participating in IM's activities and operations is invaluable. You are everyday heroes who, together, engage and contribute to an inclusive society. Together, we create change, influence important issues, and contribute to a more equal and inclusive society that counteracts racism and discrimination.



**Your commitment
gives IM
a strong voice**

Roles

Within our activities we have various roles. We aim for the roles of participant and volunteer to be as closely aligned as possible.

- ➔ **PARTICIPANT** – A person who takes part in one of IM’s activities.
- ➔ **VOLUNTEER** – A person who participates in one of IM’s activities and takes responsibility for ensuring that the activity is carried out according to plan. As a volunteer, you also participate in planning meetings prior to activities.
- ➔ **GROUP LEADER** – A volunteer in one of IM’s activities who takes on greater responsibility for the volunteer group as a whole. You are expected, in consultation with the local association’s board, to:
 - Welcome new volunteers and ensure that everyone feels included.
 - Inform new volunteers about the activities.
 - Inform new volunteers that they are required to sign the ”Agreement for Volunteers within IM.”
 - Support other volunteers if they have questions or if there are problems.
 - Forward IM information to all volunteers in the group.
 - Together with other volunteers, take responsibility for tasks such as planning and evaluating activities.
 - Approve receipts from volunteers in the group, which they can submit to the treasurer..
- ➔ **ELECTED REPRESENTATIVE** – A person elected to a position of trust within IM, either locally or nationally, such as a board member, election-committee member, delegate to the national annual meeting, or auditor. (Elected representatives are subject to IM’s Code of Conduct.)
- ➔ **MEMBER** – Person who shows their support for IM by signing up for membership.
- ➔ **EMPLOYEE AT IM/COMMUNITY OFFICER** – A person employed by IM whose role is to support local associations.
- ➔ **EMPLOYEE AT IM/OTHER ROLES** – A person who works within IM in another employment capacity.

Membership

We strongly encourage you, as a volunteer, to become a member of IM. Membership helps create a strong member-based organization with representation across Sweden. The membership fee is 100 SEK per year.

To be eligible for an elected position within IM, you must be a member, except for auditors and deputy auditors (see Roles above).

Participants in IM's activities should also be encouraged to become members of IM.

Diversity and Non-Discrimination

IM's activities aim to be welcoming to everyone. This means providing opportunities for people with different circumstances and experiences to meet and share their knowledge and ideas. This can be as a volunteer or as a participant in our activities.

No one should feel unfairly treated because of ethnicity, disability, gender, gender identity or expression, sexual orientation, religious affiliation, or age.

It is therefore important that everyone greets one another, uses kind language, shows respect and interest, and supports each other within the group.

If you, as a volunteer or participant in our activities, are subjected to unfair or offensive treatment, it is important to talk to someone about it. You can contact the group leader for your activity or the chairperson of your local association. You can also reach out to IM anonymously through our whistleblowing function.

<https://haileyhr.app/whistleblowing/25ec8972-d965-40d6-8a76-61c9b0565f8e>



**Everyone
should feel
welcome**

Anti-Racism and Feminism

IM is an anti-racist and feminist organization. We oppose fascist, racist, and anti-feminist organizations and movements. As someone involved with IM, we expect you to share these principles.

Rights and Responsibilities

Responsibility and Participation

As a volunteer in an activity, you should be informed about the time commitment expected of your role. Regularity is essential in many of our activities, and once you begin as a volunteer, you are expected to commit for at least one term and to participate as regularly as the specific task requires. If you are no longer able to continue, you must inform the group leader.

You represent IM in your volunteer role. We assume that you share IM's core values of humanism, mutual respect, and an attitude of interest and curiosity towards others.

All involvement in organized crime, including participating in, supporting, or benefiting from criminal activities arranged by criminal organizations, is strictly prohibited.

You must ensure that IM's spaces, forums, and meetings remain free of all types of pornographic material.

IM has zero tolerance for all forms of sexual harassment or abuse. This includes verbal, non-verbal, and physical misconduct, all of which are strictly forbidden. The role as volunteers comes with power and privilege, which must never be misused for personal gain, manipulation, or coercion.

Treating others as you would like to be treated is a universal and valuable principle to follow. If you fail to fulfill your responsibilities or if you treat other volunteers or group participants poorly, your role may be terminated.

Boundaries of the Assignment

It is important as a volunteer to feel satisfied with what is achieved during the assignment. Your involvement makes a significant difference to those you interact with. However, the assignment does not include, for example, providing legal or financial support.

Be mindful of how much personal information you wish to share and should share about your circumstances. Avoid making promises you cannot keep.

Introduction

When you start engaging with IM, it is important that you feel you are given a solid foundation for your engagement. Your involvement begins with receiving information about IM, your role as a volunteer, the specific activity, and how your work aligns with IM's broader goals and vision. Depending on the location and activity, the timing and method of receiving this information may vary.

Training

IM regularly offers various forms of training and lectures for skill development. For members, these training sessions are free of charge, and IM covers meals, accommodation (if needed), and potential travel expenses.

Sustainable Purchases

To reduce emissions and consumption of finite resources within IM and at its meeting places, events, and gatherings, we make informed and conscious choices when selecting between ecological, locally produced, and ethically sustainable options for purchases. This means you should not always choose the cheapest option but prioritize ecological and socially sustainable considerations. For food purchases, vegetarian options should be the first choice.



**Choose
vegetarian
options first**

Reimbursements

Volunteering should not come at a personal cost. Local associations budget for their activities. Reimbursements and payments follow the routines established within the local association. If you have any expenditures related to the activity, it is essential to keep the receipts and submit them to the person in charge of finances. Expenses must be pre-approved. Travel to and from volunteer assignments is generally not reimbursed.

Confidentiality

As a volunteer, you will interact with children or adults in various contexts. You are always encouraged to speak with the group leader or the board of the local association about any matters relating to your group or activity. However, it is vital to remember that you are entrusted with confidence by the people you meet through IM. You should not discuss personal matters concerning individuals you have met in IM's activities with anyone outside of the organization. This commitment to confidentiality also applies after your volunteer role ends.

Activities for Children and Youth

Activities involving children and youth are particularly sensitive. To participate in such activities, you are required to submit a limited extract from the criminal records registry. The activities usually take place in groups and in public spaces. If, as a volunteer, you meet children or youth alone – such as in guidance or mentoring assignments – the group leader or the local association's board may also request references from your previous experience in work, school, or other voluntary organizations. Such meetings should always occur in public places and not in private spaces.

Alcohol and Drugs

As a volunteer, it is important to see yourself as a role model. Alcohol and drugs are therefore not permitted in connection with your volunteer assignment. It is also prohibited to purchase alcohol or drugs with IM funds.

Fundraising

Volunteers that fundraise money for IM must report gifts following specific instructions related to fundraising. As a volunteer, you must never accept money or other gifts for personal use.

Insurance

Volunteers and participants in IM's activities are covered by IM insurance. This insurance covers accidents during activities as well as during travel to and from the activity. Be sure to save receipts for any expenses incurred. Contact IM's Community Officer for more information on the process and how to claim reimbursement.

Support and Certification

As a volunteer, you have access to support and guidance during your engagement. If you fulfill your engagement, participating for at least six months, and dedicate the time required, you can receive a certificate from your group leader.



**We deeply
appreciate your
dedication!**