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**HEKIMA VOLUNTEER AGREEMENT**

**Volunteer’s Name:**

**Date: Address:**   
**Phone Number:**  **Email Address:**

This Volunteer Agreement is made between **HEKIMA** and the **Volunteer** listed above. The purpose of this agreement is to establish the expectations, commitments, and terms of engagement for volunteering with HEKIMA.

**1. Purpose and Role of the Volunteer**

The Volunteer agrees to perform the tasks and duties assigned by HEKIMA, which may include but are not limited to:

* Assisting with organizational activities and events
* Supporting program operations, including child-centered activities
* Contributing to community outreach and educational efforts

Volunteers are expected to contribute positively and support the mission and vision of HEKIMA: **to** **break the cycle of exploitation in Tanzanian children's lives through innovative advocacy, skill-building, and transformative support systems.**

**2. Expectations and Code of Conduct**

Volunteers are required to adhere to the **Volunteer Code of Conduct** as outlined by HEKIMA:

* **Respectful Behavior**: Treat all staff, volunteers, community members, and program participants with respect, dignity, and courtesy. Avoid language or actions that could be considered offensive or harmful.
* **Safety Prioritization**: Follow all safety guidelines, remain aware of surroundings, and report any unsafe conditions to supervisors.
* **Confidentiality**: Maintain confidentiality concerning sensitive or personal information about program participants, especially children.
* **Zero-Tolerance Policy**: The possession or use of alcohol, illegal drugs, or weapons is strictly prohibited at HEKIMA sites or during volunteer activities.

**3. Commitment and Duration**

Volunteers agree to commit to the scheduled hours and term specified at the time of onboarding, unless otherwise arranged with HEKIMA’s Volunteer Coordinator. This may include specific start and end dates or an ongoing commitment subject to mutual agreement.

**4. Child Protection Policy and Safety**

HEKIMA adheres to a strict **Child Protection Policy** to ensure the safety and well-being of all children involved in its programs:

* Volunteers must review and agree to uphold HEKIMA’s **Child Protection Policy** principles, which include a commitment to prevent harm to children and to follow reporting procedures if abuse or neglect is suspected.
* Volunteers must refrain from unsupervised contact with children, respect all behavior protocols, and follow all guidelines on communication and interaction with minors.
* **Behavior Protocols**: Volunteers are expected to refrain from any form of physical punishment, inappropriate touching, or language, and to always maintain professional boundaries with children.
* **Reporting Obligations**: Volunteers must report any suspicious activity or violations of child protection standards to the designated **Child Protection Focal Person**.

**5. Confidentiality and Information Security**

All volunteers are expected to comply with HEKIMA’s **Non-Disclosure Agreement**:

* Volunteers may not disclose confidential information about HEKIMA’s operations, programs, beneficiaries, or staff.
* Information obtained during volunteer activities must be used solely for the purpose of supporting HEKIMA's mission and should not be shared outside the organization without written authorization.
* Upon termination of volunteer service, all documents and records containing confidential information must be returned or securely destroyed.

**6. Health, Safety, and Liability**

* Volunteers acknowledge the inherent risks involved in volunteer work, including those specific to working with vulnerable populations.
* **Health and Accessibility Needs**: Volunteers are encouraged to disclose any health, or accessibility needs that could impact their role, to allow HEKIMA to provide suitable accommodations.
* **Insurance and Liability**: HEKIMA does not provide health or accident insurance for volunteers. Volunteers agree to release and hold harmless HEKIMA from any claims or liabilities arising from their voluntary service.

**7. Termination of Volunteer Agreement**

HEKIMA reserves the right to terminate this Volunteer Agreement at any time with a notice period of one week if the volunteer fails to comply with the policies, procedures, or Code of Conduct outlined in this agreement. A written notice of termination will be provided to the volunteer, who may request an exit interview to discuss the reasons for termination.

Volunteers are encouraged to participate in an exit interview to share their feedback and experiences.

**8. Acknowledgment and Acceptance**

By signing below, the Volunteer acknowledges having read and understood the terms and conditions of this Volunteer Agreement, the Volunteer Code of Conduct, and the Child Protection Policy. The Volunteer agrees to comply with these guidelines and recognizes the importance of their role in fostering a safe and supportive environment at HEKIMA.

**Volunteer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEKIMA Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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