

VONG Handbook Overview

1. Values of VONG - HR

At VONG, we are a values-based organization committed to fostering a culture guided by clear principles that shape our decisions, actions, and community spirit. We encourage VONGles to align their personal values with those of our organization, creating a synergistic work environment.

Our core values are:

- ****Innovation:**** At VONG, we are dedicated to finding innovative and resourceful ways to address pressing issues such as climate change, global warming, wildlife protection, and other Sustainable Development Goals (SDGs). We encourage creative problem-solving and thinking outside the box to drive continuous improvement and impactful results.
- ****Integrity:**** Integrity is at the heart of everything we do. We uphold strong ethical principles, demonstrating honesty, dependability, and accountability in our actions and decisions. We take responsibility for our mistakes and welcome constructive feedback as part of our commitment to maintaining the highest standards of integrity.
- ****Ownership:**** We empower our VONGles to take ownership of their work and outcomes. Taking initiative and accountability for delivering high-quality results in a timely manner are key aspects of embodying ownership at VONG. We encourage a proactive approach that reflects a deep sense of commitment and responsibility.
- ****Acceptance & Respect:**** Diversity and inclusion are fundamental values at VONG. We value and respect individuals from diverse backgrounds, cultures, and communities. Embracing different perspectives and fostering an environment of mutual respect and acceptance enables us to leverage the unique strengths of each individual toward achieving our collective goals.

By embracing these values, we cultivate a culture of innovation, integrity, ownership, acceptance, and respect that drives our organization forward and strengthens our impact in the communities we serve **【18:0+source】** .

2. Welcome Message from Directors

Welcome to The VONG Movement! As directors, we are thrilled to have you join us in our mission to drive positive change and sustainability. Our organization is built on the passion and dedication of young advocates like you, committed to making a difference in the world. We believe that together, we can achieve our vision of a truly sustainable future. Welcome aboard, and let's make an impact!

3. Organizational Chart (Flowchart of Organization) - BA

****[Organizational Chart to be created by the Business Analytics team.]****

4. Profile + Role of Each Director in VONG - Directors/HR

****[Detailed profiles and roles of each director to be provided by the Directors and HR.]****

5. Department Introduction

Each department within VONG has distinct roles and responsibilities, contributing to the organization's overall mission.

****Enablers Department:****

The Enablers Department at VONG supports the organization's operations and strategic initiatives. Key functions include HR, IT, Workflow Management, Lifecycle Management, Business Analytics, Organizational Performance Analytics, and Prompt AI Engineering. This department ensures operational efficiency, supports technology and analytics needs, manages talent, and leverages AI for strategic goals.

****HR Department:****

The Human Resources (HR) Department fosters a positive work environment, manages talent acquisition, employee relations, performance management, training, and policy development. The HR team ensures the well-being and growth of all VONGles, aligning with VONG's values and mission
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6. Resources Page

The Resources Page is designed to provide easy access to important and frequently used tools and information for all VONG members. This section outlines various resources available, along with their specific uses and the departments responsible for managing them.

a) VONG's Unique Terminologies - PMs & HR

Understanding VONG-specific terminologies is crucial for smooth communication and efficient workflow. The Project Managers (PMs) and Human Resources (HR) departments have compiled a comprehensive glossary of unique terms and phrases used within the organization. This glossary helps new members get acclimated quickly and ensures everyone is on the same page.

b) Project Management Tools - PM

Effective project management is essential for the success of VONG's initiatives. The PMs oversee the use of several tools to streamline project workflows:

- **Zoho:** A versatile platform used for project management, Zoho facilitates task assignment, submission, and tracking. It helps team members keep track of their responsibilities and deadlines, ensuring projects stay on schedule.

- **Task Assigning and Tracking:** Detailed instructions and guidelines on how to assign tasks, submit completed work, and track progress are provided to ensure transparency and accountability within teams.

c) Our Web Presence - DL of Marketing

Maintaining a strong online presence is key to VONG's outreach and engagement efforts. The Digital Lead (DL) of Marketing is responsible for managing and updating the following platforms:

- **Main Website:** The central hub for information about VONG, including our mission, activities, and how to get involved.

- **VONG Hub:** A dedicated platform for VONGsters to access their activities, learning modules, and community discussions.

- **Social Media Accounts:** Active profiles on platforms like Instagram, LinkedIn, and Twitter to engage with the public, share updates, and attract new members.

d) Our Partners - DL of Partnership

Building and maintaining strong partnerships is vital for the growth and impact of VONG. The DL of Partnership manages relationships with various organizations and stakeholders. This section provides information about our current partners, their roles, and how they contribute to VONG's mission.

e) Past Videos - PMs & Nitin

Past events and activities are documented and shared to showcase VONG's impact and progress. The PMs, in collaboration with Nitin, curate a library of videos from past events, panel discussions, debates, and other activities. These videos serve as educational resources and inspiration for current and prospective VONGsters.

f) Your Own Checklists - DL, PM & HR

Customized checklists are provided to ensure that all team members and departments can organize their tasks efficiently. These checklists cover various aspects of organizational operations:

- ****Organization:**** General guidelines and checklists for overall organizational tasks and responsibilities.
- ****HR:**** Specific checklists for HR tasks such as onboarding, employee relations, and compliance.
- ****Team:**** Detailed checklists for team-specific activities and responsibilities.
- ****Kriya Member:**** Checklists tailored for Kriya members to help them manage their specific roles and tasks effectively.

g) Social Media Channels - SMM

The Social Media Management (SMM) team is responsible for maintaining and updating VONG's social media channels. This section provides links to all active social media accounts, along with guidelines on how to engage with these platforms effectively. The SMM team ensures that VONG's message is consistently and accurately communicated across all channels.

h) Email Addresses - HR

A directory of email addresses for key contacts within VONG is maintained by the HR department. This directory helps members quickly find and contact the right person for various needs and queries. It includes contact information for department leads, team leaders, and other essential personnel.

By organizing these resources and making them easily accessible, the Resources Page ensures that all VONG members have the tools and information they need to perform their roles effectively and contribute to the organization's mission.

7. FAQs

****a) Hierarchy - Issues Management (HR & PM):****

For any hierarchy-related issues or management concerns, please contact HR or PM. They will assist in resolving conflicts and ensuring smooth operations.

For more detailed information, refer to the combined handbook document and specific department guidelines.