

MBRDI Volunteering Guidelines

1. Eligibility: All internal Mercedes Benz Research and Development India employees are eligible to participate.

2. Purpose and Objectives:

1. Understand the purpose and objectives of the CSR volunteering program. This will ensure fruitful engagements.
2. Align your efforts with the company's CSR mission and values.

3. Volunteering Opportunities: All opportunities are aligned with MBRDI CSR focus areas of Social Mobility, Environment and Need Based (People with Disabilities). Choose events that resonate with your interests and skills.

4. Time Commitment:

1. A typical event duration is 3 hours, inclusive of travel to and from the location.
2. Do coordinate your volunteering schedule with your work responsibilities.

5. Safety and Security:

1. Prioritize your safety and security during volunteering activities.
2. Familiarize yourself with emergency procedures and relevant contacts.

6. Code of Conduct: Embrace respectful and ethical behavior and do not engage in discrimination, harassment, or any inappropriate conduct.

7. Legal and Ethical Considerations: Adhere to all relevant laws, regulations, and ethical guidelines.

8. Document Submission: Sign and submit the media consent form to the coordinator.

9. Resource Management:

1. Utilize provided resources such as volunteering materials and transportation responsibly.
2. Report any resource-related concerns to the volunteering coordinator.

10. Attendance: Participate in tracking and measuring the impact of your volunteering efforts. You can do so by ensuring you mark your attendance to the coordinator.

11. Feedback Mechanism: Provide feedback on your volunteering experiences and suggest improvements to the program. You can write to us on this.

12. Communication:

1. Stay informed about updates, success stories, and the impact of your efforts on the company and the community.
2. Share your experiences with your colleagues and inspire others to volunteer.

13. Adaptability: As it is a social space, be adaptable to changing circumstances, community needs, and emerging challenges during your volunteer work.

14. Recognition and Rewards: Departments and individuals with the highest contributing efforts will be recognized and rewarded at the end of the financial year.