



Induction Package

- 1. Governing Body Member induction*
- 2. Volunteers welcome*
- 3. Staff induction*

Association "HERA-XXI"

Welcome Principles

All new/ (current) Volunteers, Staff and Members of the Governing body have an obligation to accept the main principles existed in the organization:

Respect

- Treat other volunteers, Association Staff or Board members with respect;
- Listen to what they say and be aware→ of their personal circumstances and beliefs;
- Be respectful with others Human and SR's Declaration ;

Commitment

- Volunteers, Board members or the staff of the organization are committed to IPPF and the Association's vision, mission and values;

Fairness

- Do not show favoritism and be→ positively anti discriminatory in your approach.
- Set aside any personal prejudices; do→ not jump to conclusions about others; be open to all.

Leadership

- Be reliable and lead by example.
- Act as a good role model; show→ appropriate behavior towards others;

Protection

- Protection is for both you and the→ people in your care. Please also be aware of the risk assessments that your unit has in place for the various activities undertaken so as to minimize risk.

1. Governing Body Member induction

PURPOSE

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the Association its Youth Friendly service atmosphere;
- To meet the President, Executive Director and staff;
- To explain the partnership between the President, Executive Director and volunteers;
- To explain the role and responsibilities of governors;
- To give background material on SRHR and current issues;
- To allow new governors to ask questions about their role and/or the Association
- To explain how the Governing Body and the Organization work

New governors will:

- Be welcomed to the Governing Body by the Chair
- Have the opportunity to meet the staff and volunteers of the Organization;
- Have the opportunity to meet informally with an existing governor;
- Have the opportunity to review their first meeting with governing body;

New governors should be informed on:

- The PPF Declaration of Sexual Rights;
- The policies and constitution of the organization;
- The Governor commitment Handbook;
- Details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committees
- Details of how to contact the other governors
- Details of how to contact the Association including the e-mail address
- A calendar of the Association events

- Action plan of the Association
- Policy documents relevant to committee membership
- Current issues facing the Association
- The relationship between the Executive Director and Governing Body;
- An overview of the governor's role
- How the full Governing Body meetings are conducted
- How to propose agenda items
- Governor training

Responsibilities (job description) of Board (For the Detail information see the Code of Governance)

- Determine mission and vision and prominent strategic plan;
- Support the Executive Director;
- Develop policies governing staff management;
- Ensure effective organizational planning;
- Ensure integrity of financial operations;
- Periodically review agency compliance with mission and values statements;
- Maintain records of board activities and decisions;
- Assess its own performance
- Governing Body Members and senior staff complete a conflict of interest declaration annually and are these reviewed by the Governing Body regularly
- To Insure diversity of the board by actively trying to involve young in its Governing Body; (the person is able to become members of the governing body, if she/he is volunteer of the organization at least 1 year)
- Governing Body should be composed of individuals with a diverse set of skills, backgrounds and experiences;
- the representative of the governing body of the Association "HERA-XXI" are volunteers and they can't apply for any paid position within the Association, unless they have tendered their resignation and at least 6 months has passed;
- Governing body insure formal induction of the new board member and newly recruited staff of the organization

2. Volunteers induction

As a volunteer with the Association “HERA-XXI” it is important that you recognize how your actions and behaviors may affect those around you and those who are in your care. The following guide is to promote a safe, respectful working environment which protects both you the volunteer and those in your care.

Our volunteers love creating a positive, supportive environment that’s bristling with energy. They support the overall mission of the Association, help run Organization centers and groups, sharing information on SRHR and encourage young people to achieve their full potential. In most groups volunteers take on a mix of different roles and there are no hard and fast rules as to who does what.

Volunteers have a chance:

To be involved as a trainer/Peer Educators;

To be involved in the Associations programs and projects;

To be involved in the Regional/International Forums;

To become a member of the Association Governing body;

For the further information please read the Volunteer Policy

3. Policy Handbook

3.1 Purpose of this Handbook

This handbook has been prepared to inform new employees of the policies and procedures of the Association and to establish the Association’s expectations. It is not all inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the Association. Every effort will be made to keep you informed of the Association HERA-XXI’s policies. Feel free to ask questions about any of the information within this handbook.

The list of POLICIES:

Young Person Policy - Guiding principles in line with an Association's aims and objectives to ensure that young people are supported and empowered in their decisions relating to Sexual and Reproductive Health and that their rights are respected, protected and fulfilled.

Volunteer Policy – the policy covers the roles and responsibilities of the volunteers, volunteer job description and underlines the Association's commitment to volunteering

Inclusion/Anti/Non-Discrimination/Equal Opportunities Policy - The goal of the Association "HERA-XXI" policy gender equality policy is to support the achievement of equality between women and men to ensure access to the SRHR services equally.

Finance policies-the policy is clearly outlined and practiced to achieve good financial management and reporting.

Resource Mobilization Policy - Outlining commitments, principles and methods of implementation in order to successfully attain the necessary resources to carry out programme work and achieve the Association's vision, mission and values.

Monitoring and Evaluation Policy –the policy highlights main principle of the monitoring and how to develop a monitoring and evaluation plan

IT Policy - The Association "HERA-XXI" IT Policy and Procedure Manual provides the policies and procedures for selection and use of IT within the organization which must be followed by all staff. It also provides guidelines. The association "HERA-XXI" will use to administer these policies, with the correct procedure to follow

Protecting Children policy- Association HERA XXI, as a member of IPPF and supporter of its values, recognize that the welfare of the youth is paramount and also it's vital role in the support strengthening and protection of children, young people and vulnerable adults. The goal of this policy is to aware all children, young people and vulnerable adults of their sexual and reproductive rights, empower them to make informed choices and decisions regarding their sexual and reproductive health.

HR Policies – includes: Organization Structure , Employment Policy, Standards and Expectations for the Workplace Conflicts of Interest 5.Rules of Conduct and Progressive Disciplinary Procedure, STAFF BENEFITS, .PERFORMANCE APPRAISAL, Harassment Policy, PROBATION AND CONFIRMATION, Training and Development Policy

Risk management policy - The Policy established by the Board and operation aliased by the Executive Director Communicated to employees and volunteers, as appropriate, to ensure that all risk management processes and practices are carried out in accordance with it.

Adopted on 14.09.2012