

## **Volunteering Regulations**

### **I. Application Procedure**

#### **1. Eligibility requirements**

The Global Alliance for a Sustainable Planet (GASP) is an innovative partnership that helps promote equitable economic growth by catalyzing transformative ideas with system-scale impact across the planet. It may accept Volunteers provided they have completed an under-graduate or graduate academic program in business, policy, law, development studies, agriculture, forestry, conservation, ecology, environmental sciences, sustainability, engineering, communications, or other relevant GASP focus areas, and are interested in applying their experience in a development context.

#### **2. Volunteer period**

Volunteers are accepted throughout the year on a rolling basis. Applicants who are selected will be requested to sign the “Volunteering Agreement”, and to provide a medical certificate stating that they are in good health. The Volunteering Agreement may be terminated by either party at any time by providing written notice and will terminate 14 (fourteen) days after receipt of such notice.

#### **3. Required documents**

Applicants who meet the eligibility requirements for the Volunteers Program with GASP and who wish to be considered must submit the official Personal History Form form. Applicants must also submit a copy of their most recent résumé or curriculum vitae.

#### **4. Submission of applications**

Applications are to be submitted through the online careers page at [www.gasp.world](http://www.gasp.world).

### **II. Working Conditions**

5. Volunteering is based on a mutually agreed basis. Volunteers will be expected to contribute remotely, and will be responsible for costs and arrangements for their desk, phone, and internet access.

6. Supervisors are responsible for the content of the assignment of the Volunteer, which should, where feasible, be explained fully to the Volunteer prior to the commencement of their assignment. Terms of reference describing the Volunteer’s tasks and responsibilities will be provided.

7. An orientation program for all new Volunteers will be offered by GASP at the beginning of each volunteering period.

8. Volunteers shall:

- a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as gratis personnel and that they are not staff members of GASP.
- b) Provide GASP with a copy of all materials prepared by them during the volunteer period. GASP shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided

- while volunteering. At the request of GASP, Volunteers shall assist in securing such property rights and transferring them in compliance with the requirements of the applicable law;
- c) Respect the impartiality and independence required of GASP and shall not seek or accept instructions regarding the services performed under the Volunteering Agreement from any authority external to GASP;
  - d) Unless otherwise authorized by the appropriate official in GASP, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with GASP that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the volunteering period with GASP;
  - e) Refrain from any conduct that would adversely reflect on GASP and will not engage in any activity which is incompatible with the aims and objectives of GASP.
9. Volunteers are not financially remunerated by GASP. Costs associated with travel pertaining to official responsibilities or work may be covered by GASP with prior written authorization from the appropriate official in GASP.
10. GASP accepts no responsibility for the medical insurance of the Volunteer or costs arising from accidents and illness incurred during the volunteering period. Applicants must show proof of valid medical insurance coverage and provide a medical certificate of good health.
11. GASP is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the Volunteer during their assignment.

### **III. Evaluation**

12. At the end of the volunteering period, the Supervisor will prepare a written evaluation of the Volunteer's performance and organize a meeting with him/her to provide constructive feedback.