

Employee Volunteering



EMPLOYEE VOLUNTEERING



Project implemented with the financial support of
Malopolska Region

WHAT IS EMPLOYEE VOLUNTEERING?

Definition: Supporting and encouraging employees by an entrepreneur to engage in social and charitable activities.

Objectives: Providing assistance to non-governmental organizations and institutions in accordance with legal regulations.

Participants: Employees of the company engage voluntarily by utilizing their talents, skills, knowledge or time.

Support: The employer organizes the time, funds, resources, or space needed.

Principles: Specific guidelines within the company and between the company and the partner organization.

Benefits:

- Strengthening the company's reputation.
- Employee actions also represent the interests of the company.
- Planned activities have a positive impact on the image.

Note: It is essential to maintain a balance to ensure that actions do not exceed economic and organizational capabilities, thus protecting the reputation.



What is Competence Volunteering?

Definition: Sharing attitudes, knowledge and skills of employees within their areas of specialization.

**Specialization
Areas:**

Law

Taxes

Accounting

Computer and
software
support

Foreign
language
learning

Surprises:

- Skills deemed as "obvious" to some may be valuable to others.
- Discovering new possibilities and ways of applying skills.

Benefits:

- Focused support in the areas of greatest interest.
- Potential for learning and utilization of diverse competencies.



Who Can Participate in Volunteering?

Companies

- Enterprises that want to actively involve their employees in social activities.
- Companies interested in participating in volunteering programs that focus on utilizing employees' competencies.

Employee-Volunteers

- Individuals employed in companies willing to share their skills and competencies.
- Employees ready to invest their time and knowledge in social activities.

Non-Governmental Organizations

- Hospitals, hospices, social welfare centers, schools, non-governmental organizations.
- Entities operating in the social sector interested in support offered by professional employees.

Inne Instytucje Społeczne i Publiczne

- Organizations listed in the Act of April 24, 2003, on public benefit activity and volunteering.
- Public administration bodies, schools, healthcare institutions.

Beneficiaries and Recipients

- Individuals benefiting from activities carried out by volunteers.
- Beneficiaries of social actions, who can profit from the knowledge and skills of employee-volunteers.



● **Intentional Voluntariness:**

- The key role of voluntariness in the case of investing personal resources.
- High personal investment requires full voluntariness of the employee.

● **Contribution Ratio Contract:**

- Precise definition of the ratio between the volunteer's personal contribution and the employer's contribution.
- Maintaining balance and clarity within the scope of engagement.

● **Employer's Commitment:**

- Active support from the company within the competency volunteering model.
- Defining the company's policy regarding the working hours allocated to volunteering.

● **Clear and Inclusive Contract:**

- Drafting a contract at the stage of establishing collaboration principles.
- Determining the roles, responsibilities and expectations of each party.

● **Role of the Non-Governmental Organization:**

- Clarity of the forms of collaboration at the stage of establishing project principles.
- Precise determination of the time commitment and expectations of the employee-volunteer.

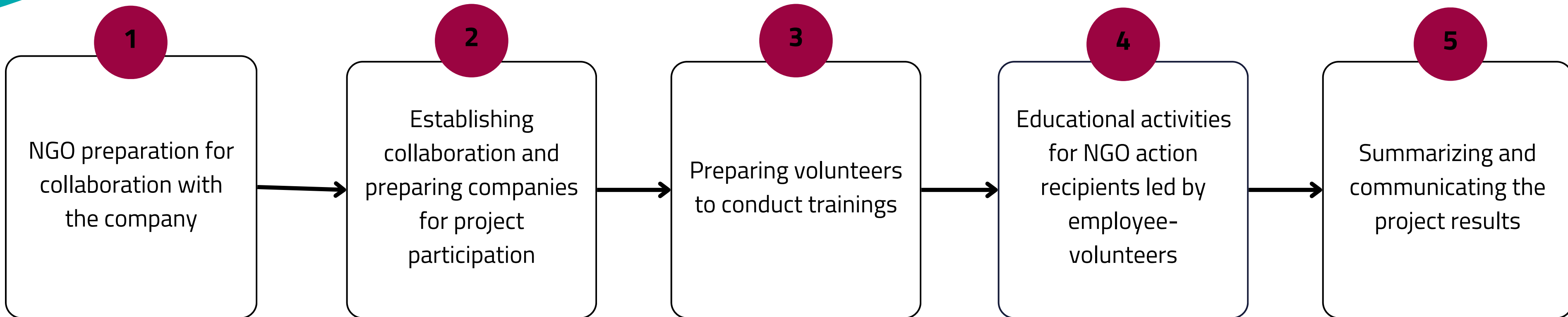
● **Principles Establishment Stage:**

- Ensuring there is clarity of collaboration forms while establishing project principles.
- Defining the time and scope of the employee-volunteer's involvement.

Competency Volunteering in the Form of a Training Cycle for Non-Governmental Organizations



Implementation of the volunteer project involves five key stages:



Benefits for Employers:

Employee Volunteering



Employee motivation tool

Employee development tool

Building an environment of engaged individuals in the company, open to sharing their competencies, with good mutual relationships

Acquiring employees prepared for conducting basic educational activities

Initiating and building external relationships



Benefits for Company Employees:

Employee Volunteering



Developing their competencies, mainly related to teaching others

The opportunity to test and apply their competencies in practice

Creating a specific training scenario

Assessing their own capabilities and increasing self-confidence

Satisfaction associated with taking part in a valuable initiative that contributes to the participants

Stepping outside their work environment and meeting interesting people in new surroundings



Thank you for your attention

Material prepared on the basis of:

1. J. Czarnik, Model współpracy NGO i firm w formie kompetencyjnego wolontariatu pracowniczego
2. Co to jest wolontariat pracowniczy <https://bis-krakow.pl/wolontariat-pracowniczy/>

Contact to the person responsible for the offer

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