



# Peace 360 Initiative

## Volunteer Handbook

### President's Message

Dear New Volunteer:

On behalf of everyone at Peace360 Initiative, we welcome you to our team. You are an important member of this trusted organization. Each one of us plays an important role at Peace360, (aka P3I,) and together we are all peacemakers.

This handbook was created with you in mind, to provide you with important information that will enhance your volunteer experience. Please take time to read through it and refer back to it as questions arise.

Feel free to contact the HR department at: [humanresourcesp3i@gmail.com](mailto:humanresourcesp3i@gmail.com) for additional information. Or, to pass along suggestions and comments.

Once again, welcome aboard! We look forward to supporting you in your role and hope this is a rewarding experience.

Sincerely,

Chris Rajah

## Our Mission:

To help serve people through our loyalty to mental health, conflict transformation, disaster relief and to help alleviate human suffering.

## Our Vision

To see healthy individuals and peaceful communities in the U.S. and all around the world.

## Our Core Values:

- **Humanity** - We, at P3i, believe all people are born with dignity and have the right to expect their basic needs will be provided, in order to live a meaningful, human life.
- **Humility** - We, at P3i, believe in servant leadership and an authentic character to serve one another and advance our mission.
- **Compassion** - We, at P3i, believe in caring for one another, whenever and wherever possible, by extending unconditional love to every living being in the world.
- **Commitment** - We, at P3i, remain dedicated to consistency and work sacrificially while serving people efficiently.
- **Unity in Diversity** - We, at P3i, believe every ethnicity and culture should celebrate their uniqueness, by coming together to acknowledge the beauty of diversity, in order to achieve a harmonious coexistence.
- **Impartiality** - We, at P3i, are dedicated to maintaining neutrality and dismissing all biases, prejudices and all preferring benefits to certain extremist ideas or groups.
- **Non-Violence** - We, at P3i, believe in harmless efforts to courageously confront, and reduce all conflict situations with unity, peace and justice.
- **Volunteerism** - We, at P3i, believe in the power of volunteerism and teamwork, to have a sense of purpose in life and ownership in our common vision.

- **Community Leadership** - We, at P3i, believe community leaders need to rise, provide and role model social responsibility while driving exceptional social change at the grassroots level.

## **Meetings and Office Hours:**

- **Weekly Meetings** - You are *required* to attend weekly meetings for the specific team you are a part of.
- **Office Hours** - Office hours are every Friday from 6pm-8pm (CST) and every Saturday from 10am-12pm (CST) (Exceptions include holidays.) These are mandatory.

## **Volunteer Guidelines:**

P3i Volunteers serve in operations, support services, fundraising, management, Board of Directors and Advisory roles. Volunteers may be involved in all programs and activities of the organization. Volunteers are encouraged to understand and respect the needs of P3i.

## **Volunteer Responsibilities:**

- Accept and undertake assignments based on your interests, skills and availability, as well as the needs of the P3i.
- Learn your volunteer assignment to the best of your abilities by completing all required trainings, asking questions and staying in touch with your supervisor.
- Stay motivated and dependable while performing your job assignment and working with fellow volunteers.
- Follow all policies and guidelines mentioned in the handbook and sign the NDA. Observe confidentiality when needed and engage in appropriate public behavior at all times.
- Participate in the feedback process by contacting the HR department as to how you feel about your volunteer experience and by giving constructive suggestions for improvement in any area.
- Develop your skills as a volunteer by participating in trainings and development opportunities. Learn as much as you can to do the best job possible.

## **What Volunteers Can Expect:**

- An inspiring assignment based upon your interests, skills and availability.
- Orientation and training to help you perform your job assignment.
- Support needed to do your job assignment, including online resources and helpful supervision.
- An opportunity to grow and develop as a volunteer through participation in other program activities, special training events, meetings and additional responsible positions.

## **Getting Started:**

### **Volunteer Position Description:**

Every volunteer has a job assignment description that summarizes the primary duties, responsibilities and qualifications necessary for the volunteer assignment. Volunteer positions may be updated periodically.

### **Recruitment of Volunteers:**

Volunteers are recruited based on project needs. P3i does not discriminate against, nor does it tolerate discrimination against and harassment of any person based on race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. Volunteers are recruited based upon their skills, abilities and suitability to perform volunteer responsibilities.

### **Supervision and Training:**

Each volunteer is assigned a supervisor who is responsible for direct supervision and management of that volunteer. The supervisor is responsible for the day-to-day management and guidance of the work of the volunteer and shall be available to the volunteer for consultation and assistance. The supervisor has primary responsibilities for developing suitable assignments for the volunteer, for involving the volunteer in the communication flow and providing necessary feedback to the volunteer.

All volunteers must complete the required orientation training. Depending on the needs of a particular team, volunteers may complete the required coursework from different platforms and outside organizations, such as Canadian International Institute of Applied Negotiation (**CIAN**).

## **Team Managers Contact Information:**

Mental Health Team - Heather Moser - [heathermoserp3i@gmail.com](mailto:heathermoserp3i@gmail.com)

Chapters Team - Ali Ward-Haddan - [awardhaddanp3i@gmail.com](mailto:awardhaddanp3i@gmail.com)

Research Team -Arib Hussain - [aribhussainp3i@gmail.com](mailto:aribhussainp3i@gmail.com)

Marketing Team - Preston Simmons - [prestonsimmonsp3i@gmail.com](mailto:prestonsimmonsp3i@gmail.com)

Admin-Mgmt Team - Anju Kotwani - [anjukotwanip3i@gmail.com](mailto:anjukotwanip3i@gmail.com)

## **Work Culture:**

- **People** - All Volunteer staff are added to the small teams led by Supervisors/ Program Managers. We want everyone to get to know one another and become comfortable in their group settings. Team meetings play a huge role in that. Before we help others, we have to ensure our own mental wellness, practice self care, build a healthy community, and create long-term friendships.
- **Process** - Team leader's responsibility is to assess each team member's skills, availability, amount of contribution and create strategies, outlines, activity lists, and more.
- Product** - If we do well with the first two stages, we will be able to provide the best services to our members.

## **Rewards and Recognition:**

1. Peer-to-Peer Recognition
  - Each month, a volunteer is chosen as a Volunteer of the Month, based on the evaluation of the peers.
2. Point System for Rewards Program

## **Volunteer Hours:**

Peace360 tracks volunteer hours of service by requiring volunteers to fill the timesheets. It is the responsibility of the volunteer and their supervisor to update and manage all volunteer hours within the timesheets.

## **Policies:**

1. Communication - In order to provide a safe, caring environment for all members of P3i, allowing communication to be in the forefront is of the utmost importance.
  - Please use your P3i Gmail account for all your communications.
    - a. You can also communicate using Facebook Messenger.
    - b. Use the ZOOM platform to conduct meetings.
2. Social Media
  - Team members upload their material to Google Drive for initial review and contacts their supervisor.
  - The contacted supervisor reviews the material to ensure it is within the marketing team's social media guidelines. Once the material is within the guidelines, then the supervisor shares it to christiancruzp3i@gmail.com. The marketing team schedules the post accordingly.
  - MH team members can share their materials posted by Peace360 Initiative on personal accounts, if desired, adding any caption or hashtags they want.
3. Social Media Guidelines
  - The P3I logo (with transparent background,) needs to be visible on the material.
  - If there are facts/statistics on your material that you got from a website or scholarly article, then the source needs to either be:
    - i. Listed somewhere on your material, or;
    - ii. Listed in the "message" section when you share the material with your supervisor, then the supervisor can include in the "message," when they share it with the Marketing team (it will be included in the caption of the post.)
    - iii. You cannot claim research that is not your own.

## **FAQS:**

1. Is there volunteer orientation training?
  - Yes, we do provide orientation training.
2. What happens if I don't volunteer for 5 hours in a given week?
  - We want our volunteers to commit to a minimum of 5 hours, but if in a particular week you are not able to meet the requirement, you can compensate the next week or a week prior.
3. Who will sign my internship documents?
  - Your immediate supervisor will sign your internship documents.
4. How do I log my hours to count for the internship or volunteer hours?
  - While it is suggested to use Clockify to calculate our hours, you can use any preferred method to count your hours. Please obtain approval from your assigned manager prior to using another method. At P3i, we use a timesheet, through Google Docs, to send hours to immediate supervisor for their signature.
5. Do I need to create a P3i Gmail email?
  - Yes, this is for us to keep in contact with you while volunteering with the organization and is a requirement for volunteering with Peace360 Initiative. All work done for P3i should be used through this email.
6. How can I get in contact with my manager?
  - In the Volunteer Handbook, there is a list of managers from each team. Please use this list to select your assigned manager and contact them directly through their P3i email.
7. Where can I find Peace360 Initiative's Policies and Procedures?
  - They are located within the Volunteer Handbook.
8. Where can I get the Clockify App?
  - Clockify can be found in your phone's App store. If you can not find an app that suits you, there are alternatives that can be found online. Search

around and find something that will suit you. Again, please obtain your manager's approval before using.

9. Are there specific times that I have to be available?

- Yes, all volunteers must attend at least one office hour session per week and stay the whole time.

10. Is there a physical, in-person aspect to this Volunteer/ Internship opportunity?

- No, P3i operates on a completely virtual basis.

11. What does the exit process look like?

- All volunteers should provide at least two-weeks notice. Upon leaving, they should have an oral interview with someone from HR; or, complete an electronic survey, that will be emailed to answer information about their experience volunteering with Peace360 Initiative. Volunteers must also remove all of Peace360 Initiative's intellectual property from their personal devices.



## **Anti-Harassment Policy:**

P3I is committed to a work environment in which all volunteers/interns are treated with respect and dignity. We promote equal opportunities and prohibit discriminatory practices, including harassment. We work in a virtual environment that is free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, P3I maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by local, state or federal laws. This policy applies to all volunteers, including supervisors and interns, who engage in unlawful harassment. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made as an explicit or implicit term, or, condition of internship.
2. Submission to or rejection of such conduct by an individual is used as the basis of internship placement decisions affecting such individual; or,
2. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

Volunteers who violate this policy are subject to the possibility of being immediately released from their volunteer position with P3I.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.

- Visual conduct such as derogatory and/or sexually oriented posters, cartoons, drawings, e-mail, or gestures.
- Retaliation for having reported or threatened to report unlawful harassment. Any volunteer/intern who believes he or she has been harassed by a supervisor or other volunteer of P3I, should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her supervisor, or in the alternative, to the Director of People Management. Upon receipt of a complaint, we will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any volunteer determined by P3I to be responsible for harassment will be subject to appropriate disciplinary action, up to and including being immediately released from their volunteer position.

### **Volunteer Acknowledgement**

This acknowledges that I have received a copy of P3I's policy to Prevent Sexual Harassment.

I acknowledge that I am expected to read, understand and adhere to P3I's harassment policy.

I understand that if I have questions regarding the contents of this policy, I should ask my supervisor, or the Human Resources Department for clarification.

*Volunteer's Signature*      *Date*