



VOLUNTEER POLICY

1. Purpose

This policy provides a clear framework for recruiting, engaging, and supporting volunteers who contribute to the mission and values of CCSDO. It ensures that all volunteers feel respected, safe, and motivated.

2. Scope

Applies to all individuals working on a voluntary basis—full-time, part-time, short-term, remote, or field-based—under CCSDO programs or initiatives.

3. Principles of Volunteering

- Volunteering is always a choice, not forced or paid employment
- Volunteers work without monetary compensation
- Mutual respect, dignity, and equal opportunity are fundamental
- Volunteers are ambassadors of CCSDO's values and ethics

4. Recruitment & Onboarding

- Volunteers may be recruited through online campaigns, workshops, schools, colleges, and community outreach
- All volunteers must:
 - Submit a Volunteer Application Form
 - Provide valid ID proof
 - Attend an orientation session
 - Sign a Volunteer Agreement

5. Roles & Responsibilities

Volunteers may be involved in:

- POSH awareness programs
- CSR outreach and fundraising
- Mobile School Cart / Library
- Social media campaigns
- Data collection, surveys, and events
- Community engagement or fieldwork

Roles will be assigned based on interest, skills, and project needs.

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6. Code of Conduct

Volunteers must:

- Treat everyone with respect, especially children and vulnerable individuals
- Maintain confidentiality and dignity
- Avoid political or religious promotion while volunteering
- Follow instructions from coordinators and report any concerns
- Wear CCSDO identity badge (if provided) during fieldwork

7. Training & Support

- Volunteers will receive initial and project-specific training
- Regular meetings and updates will be held
- Coordinators will provide guidance and resolve queries

8. Recognition & Certification

- Volunteers contributing meaningfully will receive:
 - Certificate of Appreciation
 - Access to workshops and leadership opportunities
 - Recognition on CCSDO social media and events
 - Option to become long-term ambassadors or mentors

9. Safety & Insurance

- CCSDO will take reasonable steps to ensure volunteer safety
- Volunteers must follow field safety protocols
- Insurance coverage, if applicable, will be informed during orientation

10. Exit or Termination

- Volunteers may discontinue service at any time by informing the coordinator
- CCSDO reserves the right to discontinue the engagement if code of conduct is violated

11. Review of Policy

This policy will be reviewed annually based on feedback and organizational needs



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