

Volunteer Code: Na Comhludair Bheo Teo.

The 'Code'

1. Introduction

Na Comhludair Bheo Teo. means 'The Living Communities Ltd.', also known as 'The Company'. The Company works to encourage disadvantaged people whose culture empowers them to help the attainment of positive social and economic change. The Board of the Company is run and assisted by other volunteers ('Volunteers') both within the Company and externally. For each aspect of a project, Volunteers work with a designated member ('Designated Member') of the Company, who may be a Director. These Designated Members report to the Board on the range of responsibilities given them.

The focus of attention is on the Celtic minority, at this time. Gaelic civilisation espoused the principles: **Glaine ár gCroí, Neart ár nGéag agus Beart de réir ár mBriathar.** The values implicit - of impeccability, strength and discipline - guided a stable, prosperous society for over a thousand years.

The Board and other Members of Na Comhludair Bheo Teo. sign the Memorandum and Articles of Association. All Volunteers shall read and communicate their agreement to this Code by e-mail. The Board assures its co-workers of the appreciation of their generosity and of a commitment to make their experience rewarding.

2. Procedures

The general working procedures for Volunteers are as follows:

- work is carried out as the project progresses, requiring periodic in-put from the Board, Designated Members and line-function Volunteers (working, for example, as marketing officers, linguists, legal advisers, historians, accountants or computer and software specialists);
- informal meetings (real or virtual) are held, as required, to review and guide the work; and
- when a Volunteer cannot attend such a meeting, s/he sends an alternate or provides briefing, as appropriate.

Volunteers may seek reimbursement at cost, when funds are available, for pre-agreed travel or other pre-agreed vouched expenses.

3. Appointment of Volunteers

Applicant Volunteers will have their offers dealt with promptly. Their CV, or on-line records, will disclose educational and work experience. Details of a referee to be contacted may be sought. There shall be nothing in Volunteers' background or health prejudicial to their participation. New Volunteers are warmly welcomed by all. Their rôle is agreed by the Board on a case-by-case basis.

4. Understandings with Volunteers

Volunteers subscribe to the aims, procedures and values of the Na Comhludair Bheo Teo., set out in the Memorandum and Articles of Association and in this Code. Volunteers will work in an innovative and trustworthy environment, gaining substantive experience. They will not be asked to do anything which negatively affects their personal, professional or family commitments. They will have adequate time and personal capacity to ensure a timely contribution.

Volunteers shall be contactable, by telephone, Skype or e-mail, by other Volunteers on any work-related issue. To this end, Volunteers shall provide a contact number upon appointment. Line Volunteers shall explain, to their Designated Member or to the Board, any difficulties which they meet - in good time and in a forthright manner. In reviews of Volunteer participation, the Designated Member shall address all relevant issues. The Board shall oversee all line activity in accordance with the Memorandum and Articles of Association.

The Board shall be cognisant of the contributions of Volunteers and hereby expresses a permanent recognition of these. If, unfortunately, a problem arise which may require the discontinuation of a Volunteer's service, the Board shall give its ruling, having discussed the matter at least twice and having listened to relevant parties.

5. Volunteer Insurance

Na Comhludair Bheo Teo. executes work mainly of an intellectual type. Communication is through electronic means, in a place of a Volunteer's own choice. Volunteers accept that material elements of risk do not arise and that no Public Liability Insurance is required. When a Volunteer visits or works with other people, on a project, s/he accepts this to be in the nature of social activity.

6. Volunteer Rights and Involvement

An applicant Volunteer, having read the Memorandum and Articles of Association and this Code, has the right to withdraw his/her application.

Volunteers may attend training sessions, meetings and social functions, run by the Company and associated organisations such as Social Entrepreneurs Ireland, Boardmatch Ireland, Volunteering Ireland and The Wheel. Volunteers on different tasks and in different countries will be introduced to one another, by such means as are available.

Line Volunteers may seek to change their workload at any time. They have a right to privacy and confidentiality, in accordance with their wishes, subject to agreement by their Designated Member. They may resign at any time, with or without notice being given. However, where notice can be given, to allow for their replacement, such notice will be appreciated. This Volunteer Code is an Agreement binding in honour only: it is not a legally binding contract. Courtesy and clear communications between Volunteers are the norm at all times.

Public communications regarding a project are the function of the Board. Any Volunteer in the Company has the right to obtain information about Na Comhludair Bheo Teo. from a Director or from the Board.

Volunteers will not encounter discrimination on grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller Community. Upon request, they will receive a written reference of their performance when they leave, following at least one year of continuous service.

7. Volunteer Responsibilities

Volunteers should diligently carry out assigned work, in a way which corresponds to the aims and values of Na Comhlúadair Bheo Teo. The work is aimed at the betterment of the lives of others: it should be viewed with a sense of social responsibility. In the spirit of volunteering, all those who work in Na Comhlúadair Bheo Teo. should cultivate mature, robust and friendly relationships with other Volunteers.

If delays with work arise, the Designated Member should be informed, as soon as possible. Volunteers should regularly give feedback on what they are engaged in and should communicate important information, especially when their work is reviewed.

Na Comhlúadair Bheo Teo. advances new principles of social and economic empowerment and of environmental management. The research underlying the philosophy is original. Volunteers are encouraged to understand for themselves the value and fundamental importance of their contributions to the overall project and what good it can bring about.

A Document of Na Comhlúadair Bheo Teo.

Agreement by the Volunteers, in the Volunteers List, was confirmed before the incorporation of Na Comhlúadair Bheo Teo.