

Ol Pejeta Conservancy (OPC) - Volunteer Policy

OPC receives many requests from volunteers wishing to spend some of their time on the Conservancy helping in any way they can in support of its conservation and community development aims. This policy attempts to set out the conditions under which volunteers will be accepted to assist on the Conservancy.

- 1) Consideration will be given to organisations/individuals who can support the organization to meet specific needs, as detailed on the attached document entitled: “Specific areas where volunteer assistance could be welcomed”
- 2) The principle for such visits will be as follows:
 - a) Volunteers will be accepted in any department provided they can provide constructive work input (see attached document “Specific areas where volunteer assistance could be welcomed”)
 - b) Volunteers will not be paid for the period they are attached to OPC
 - c) Volunteers will normally be accommodated within the OPC Research Centre and will be required to pay the standard nightly accommodation fee of USD 35 (inclusive of VAT and food); exceptions will only be made where volunteers can demonstrate their inability to pay
 - d) Volunteers should organise for their own medical and personal accident insurance, and will be required to provide documentary evidence showing the same prior to their stay on Ol Pejeta
 - e) The maximum time volunteers should plan on staying on Ol Pejeta is two months and for students on attachment, the maximum allowable period will be three months. Any periods over this will be dependent on the workload and by prior discussion
 - f) Volunteers should contact the relevant Heads of Department (HOD) in accordance with the e-mail addresses provided in the attached document “Specific areas where volunteer assistance could be welcomed”; all emails requesting volunteer placements should be copied to the CEO at richard@olpejetaconservancy.org
 - g) If an HOD expresses interest in making use of the services of a volunteer, then he/she will be responsible for organizing a work plan for the volunteer which covers the whole period. The volunteer should be provided with a specific task(s) with clear objectives and a realistic deadline
 - h) Transport is limited on OPC. Volunteers must either bring their own rental cars or adequate arrangements for transport should be made by the HOD prior to accepting placement of the volunteer/student
 - i) Volunteers should expect to receive a de-brief on their performance at the completion of their time with OPC, prepared by the HOD for whom they worked
 - j) Volunteers must acknowledge that working with wildlife has inherent risks. The Conservancy accepts no liability for any accident(s). Consequently, all volunteers, on their behalf, and their personal representatives, must agree and SIGN to release the Conservancy from, and not to hold the Conservancy liable for the consequences of any injury (fatal or otherwise), accidents, claims, losses and loss of, or damage to personal property which might occur. The host HOD must brief all volunteers/students on

the Code of Conduct and sign a Disclaimer Form. These forms are to be maintained by the Human

Resource Office. As above volunteers must ensure that they have adequate insurance and medical cover

- 3) HOD's will be required to book volunteers into the research centre through Sarah Vigne who maintains the booking sheets, and to notify the senior management team of any volunteers that have been accepted and the work they will be expected to do
- 4) The cost of travel from country/town of origin to OPC and back will be met by the volunteer
- 5) Where applicable volunteers will organize their own visas and immigration procedures, immunization/health requirements, travel arrangements and obtain required paperwork on the same