



CLIMBING THE RIGHT TREE VOLUNTEER POLICY

Climbing the right tree is intended to be a small and lean support organization of Maxim Nyansa IT Solutions foundation in Ghana. The Maxim Nyansa office in Accra is carrying out the majority of the executional work and African staff on the payroll.

Volunteer teams

We have the following volunteer teams in the Netherlands:

1. Communication and PR team: works in an international scrum team with colleagues from other Maxim Nyansa branches in the world on website, social media, newsletters and media exposures.
2. Fundraising team: works in an international scrum team with colleagues from other Maxim Nyansa branches in the world on grant applications and finding charity partners to support our various projects in Africa.
3. Curriculum and training team: educational experts and IT professionals who help us to develop a free curriculum for children, teachers and IT professional trainees. These can be videos, pdf's, webinars, training programs on site in Africa etc. Most materials will be published via the international digital library of Maxim Nyansa.
4. Logistics team: collects, cleans, repairs, and packages hardware and ships it with containers to our partner branches in Africa.
5. Board and ambassadors: governance and high-level PR for our mission.

Besides our board members who carry out volunteer work, we have about 10 active volunteers who have been assisting with all kinds of activities in our office, and a much larger support base of sponsors and IT-professionals who have been involved since 2016, a total of about 60 volunteers in The Netherlands.

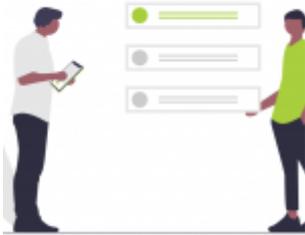
Policy rules for our volunteers

We have an office in Veenendaal with a workshop and warehouse room. For our human resources in the Netherlands we have the following principles:

1. We continue to work in the Netherlands with 100% volunteers.
2. We actively promote the office in Veenendaal as a working space for volunteers to meet.
Our secretary of the board will function as office-director and is available in Veenendaal 2 days per week.
Collaboration with volunteer teams and staff in Accra as well as other international Maxim Nyansa branches is done via video conferencing in the Veenendaal office. At the same time the majority of the work can be done online.
3. We have formulated clear volunteer jobs, where we ask people to concentrate on certain areas of expertise and concrete assignments.
4. We ask people to clearly commit to a product and/or a number of days and invite them to come and work in the Climbing the right tree office, to meet others.
5. We recruit students (volunteers, interns) from various universities and educational colleges, and social civilians from IT companies and churches in Veenendaal and Ede.
6. We recruit senior or retired IT managers as ambassadors to go hunting for us in the corporate world.
7. We have a simple volunteer contract that describes the assignment, availability, and compensation – travel costs and a small remuneration for students and unemployed (bijstand/WIA). People with good jobs will only get direct expenses compensated.
8. A volunteer insurance is put in place with Centraal Beheer and the Gemeente Veenendaal.
9. Volunteers have a standing invitation to come to Ghana and be catered for in the Maxim Nyansa villa in Accra, and participate in our programs there. Travel costs will be at the expense of the volunteer but once in Ghana, the person will be fully catered by Maxim Nyansa locally.
10. Once a year we do a Maxim Nyansa/ Climbing the right tree family event for everyone to party together.
11. We give volunteers a present for Christmas or Sinterklaas every year with an appreciation card from the board and a thank you video from Ghana.
12. Because we work with valuable goods and confidential information all volunteers are requested to have a VOG (Verklaring omtrent gedrag) except for training program assistance volunteers.
13. We have high standards and a zero tolerance policy towards any form of discrimination, intimidation, fraud, corruption or conflict of interest. Volunteers who – after proper factfinding - do not follow these standards will be requested to leave our organization immediately.

Values:

the values of “Climbing the right tree” are aligned with its mother-organization in Ghana and include:



Empowerment: We believe in empowering young Africans through knowledge transfer



Family: We value the African concept of the extended family and this is how we want to relate to all our partners.



Hope: We believe that young educated people can have a positive impact on their families and communities



Quality: We are committed to quality according to international standards of professionalism



Synergy: We believe in the best of two worlds, bringing together the best from Africa and Europe



Practicality: We believe educational software can benefit education everywhere in the world, but only when it is combined with intensive personal contact and practical training



Humility: We believe in doing business in a frugal and humble way, without compromising on the quality of our services



Equality: We believe in equality for all people, in fair trade and fair working conditions

**Prevention of bad behavior and attitudes:
a clear message about our zero tolerance**

At “Climbing the right tree” volunteers work with a diverse background, culture and education. It is very important to us that everyone treats each other with respect. We work with valuable goods and communicate on the basis of total equality with our partners in Africa. We expect the necessary sensitivity for this from all our volunteers.

We expect all our volunteers to align with our values.

We have zero tolerance for discrimination based on race, gender, sexual orientation, religion, political views. Climbing the right tree also has a zero tolerance policy for any form of intimidating behavior or aggression.

We value integrity highly

We do not accept any conduct involving conflict of interest, corruption or fraud.

In any of the above mentioned situations, the board will ask the volunteer concerned (after decent fact finding) to leave the organization immediately.
If appropriate, facts will be reported to the police.