INGENIØRER UDEN GRÆNSER

26th of October 2026

# VOLUNTEER POLICY FOR ENGINEERS WITHOUT BORDERS DENMARK

**1. Purpose and scope**
Volunteers are the foundation of Engineers Without Borders Denmark (EWB-DK) work in Denmark and abroad. This policy sets the framework for voluntary work in EWB-DK and the mutual expectations between volunteers and the organization.

The policy applies to all volunteers in EWB-DK. It sets out principles and responsibilities. Detailed procedures are set out in supporting guidelines and must be consistent with this policy.

The Board owns this policy and reviews it at its discretion. Where guidelines are silent or in doubt, this policy applies, and the Board decides on its interpretation. Where EWB-DK's bylaws provide otherwise, the bylaws prevail.

**2. Definition of a volunteer**
A volunteer in EWB-DK is a person who contributes unpaid time and effort in support of EWB-DK's mission and strategy.

Volunteers carry different levels of responsibility and commitment:

1. Volunteers with ongoing commitments, such as organisational or professional responsibility, or participation in project groups and thematic networks.
2. Volunteers who contribute to specific tasks on an ad-hoc basis.

Volunteers in the first group must be members of EWB-DK. Ad-hoc contributors are encouraged to become members. The Board may allow participation without membership in justified cases.
Expectations, support and requirements are proportionate to the level of responsibility.

**3. Principles for voluntary work**
Voluntary work in EWB-DK is guided by the following principles:

- **Supplement to the state.** Voluntary work in EWB-DK does not replace the obligations of states. EWB-DK contributes from a humanitarian perspective, as a supplement to state responsibility for covering basic human and material needs.
- **Political neutrality.** EWB-DK is and remains politically neutral.
- **Voluntariness and freedom from pressure.** Voluntary work in EWB-DK is given freely and cannot be assigned or required by public authorities. Volunteers must not be pressured by authorities or partners. A volunteer who feels pressured can contact the Secretariat at any time, and EWB-DK will support them.

- **Responsible conduct.** EWB-DK works with respect for human rights and environmental conventions, and in accordance with the principles of transparency and accountability.
- **Alignment.** Volunteers do not perform tasks that contradict EWB-DK's strategy, goals and guidelines.

**4. Volunteers and paid personnel**
EWB-DK's Board and General Secretary decide the organisation's priorities and where resources are allocated, in accordance with the published strategy. Volunteers work within those priorities.

Voluntary work is at the core of EWB-DK. Volunteers carry out the organisation's professional and technical work, including responsibilities that elsewhere would be performed by paid employees. Paid personnel in EWB-DK exist to enable volunteers to carry out their work and succeed, through supporting functions such as project coordination, finance and security. Paid personnel do not replace volunteers.

**5. Quality of voluntary work**
The work of EWB-DK must always meet a standard of quality that maintains trust in the organisation. The Board is accountable for this standard.

Every project and group includes an experienced volunteer who is responsible for the quality of its work. A central function appointed by the Secretariat ensures that this is always the case.

Groups and local chapters are responsible for maintaining motivation and quality in their voluntary work and for following this policy. They are encouraged to review this annually.

**6. Recruitment and inclusion**
EWB-DK adheres to the principle of non-discrimination, in the recruitment and engagement of volunteers as elsewhere. EWB-DK is open to everyone who wishes to contribute voluntarily within the organisation's purposes and frameworks. EWB-DK works actively to make it possible for people with diverse skills and experiences to take part.

Volunteers are recruited in alignment with EWB-DK's mission.

**7. Volunteer agreements**
For long-term assignments, the Secretariat may require a written agreement between the volunteer and EWB-DK that sets out the role and the mutual expectations. A required agreement is in place before the assignment begins. The agreement does not oblige a volunteer to continue, and volunteers may end their commitment at any time.

For deployments, EWB-DK’s secretariat ensures that it holds the information needed to act in an emergency.
Details are set out in supporting guidelines.

**8. Communication and consent**
Communicating results through relevant storytelling is essential for EWB-DK to develop and to attract volunteers, members and donors.

EWB-DK shows people only with their permission and with respect for local culture and privacy. Particular care is taken with children and people in vulnerable situations.

What this requires in practice depends on the context of each mission, including local law and security. The Secretariat assesses the context for each mission and sets the requirements, which never fall below the principles in this policy. Any content produced for, or to EWB-DK must be cleared and approved with the participants, ensuring that consent is given and not taken for granted. EWB-DK can use material that volunteers produce on its behalf within the scope of the permission given.

Volunteers will never be able to communicate on behalf of EWB-DK without explicit approval from the secretariat. They are welcomed to engage with official posts from EWB-DK's social media accounts, but any additional comments are their own and do not necessarily reflect that of EWB-DK. If you communicate about assignments, tasks or projects, you've accomplished together with EWB-DK, it needs to be aligned with our core values.

**9. Welcoming and introduction**
EWB-DK welcomes new volunteers. The Secretariat is accountable for ensuring that every volunteer receives the introduction needed to understand what is expected in their role, who is responsible for their work, and who they can turn to. The Secretariat decides how this is done.

Voluntary work carries obligations, because EWB-DK makes commitments to local communities that must be met with quality and on time.

**10. Rights and responsibilities**
Volunteers in EWB-DK have rights, and they assume responsibilities. The Secretariat is accountable for ensuring good conditions for voluntary work.
*Volunteers have the opportunity to:*

- develop personally and professionally through their work;
- receive feedback on their work;
- be heard, take part in EWB-DK's organisation and contribute to the development of its work;
- have costs related to their tasks covered in accordance with EWB-DK's rules.

*The Board is accountable for:*

- EWB-DK's overall strategy;
- enabling the Secretariat to support voluntary work, including through the mandate and financial foundation it needs.

*The Secretariat is responsible for:*

- the safety and security of volunteers, in Denmark and on missions, including information about the assistance available after accidents or serious incidents;
- maintaining volunteer engagement through dialogue and recognition of their efforts;
- ensuring that volunteers are informed about the rules, frameworks and responsibilities that apply to their tasks;
- following up that voluntary work is carried out within the Board's strategy and directives, by deciding on project proposals within the mandate given by the Board.
- Communicating opportunities and motivating volunteers to participate in meetings.
- Ensuring that projects and groups have an assigned project advisor.

*Groups are responsible for:*

- seeking an amicable resolution to conflicts between volunteers, with the support of the Secretariat where needed;
- reporting misuse of EWB-DK's name, logo or funds to the Secretariat, which acts in accordance with the bylaws and the anti-corruption policy.

*Volunteers are responsible for:*

- acting in a way that supports trust in EWB-DK, locally and internationally, towards partners and authorities;
- taking responsibility for their tasks and carrying them out in accordance with EWB-DK's guidelines;
- managing entrusted funds in accordance with their purpose, with proper documentation and reporting;
- engaging with local communities with respect for their knowledge, needs and requests for assistance;
- meeting others with respect and dignity, recognising each other's knowledge and skills and acting within the framework of their role;
- raising problems with their project lead or the Secretariat;
- taking part in the meetings and training that their role requires.

If a volunteer does not meet these expectations, the Secretariat addresses it with the volunteer. Matters concerning membership are handled in accordance with the bylaws.

Approved by EWB-DK Board of Directors
26-10-2026