

Guidelines for Short Term Volunteers at Solborg

1. "Co-worker meeting"

This meeting is every second Tuesday. All co-workers **must** attend – if you do not attend you **must** notify the leader of the meeting. It is at this meeting that questions concerning these guidelines can be raised. The meeting is the place where issues affecting all co-workers must be discussed.

2. "Landsbyråd" (Village Council)

This is the group of long term coworkers at Solborg who are committed to the well being and development of Solborg. This group delegates functions and responsibilities at Solborg.

3. "Coworker mandate group"

This group, chosen by the Landsbyråd, meets at least every second week and manages all general affairs relating to coworkers including money issues. This group is responsible for seeing that these guidelines are functioning and in cases of breach the place where individuals will be asked to explain why. You may approach one of the members of this group for advice as to how to bring a matter to this group.

4. "Ledergruppen" (Management Team)

This group, chosen by the Landsbyråd, meets every week. This group is legally responsible for Solborg.

5. Language

Coworkers must, to the best of their ability, speak Norwegian in the presence of the Villagers. Foreign co-workers must attend the Norwegian course for the first year.

6. Freetime/absences

In the first year coworkers get one free half a day a week from 13.30 until 07.00 the next day or from 22.00 until 13.00 the next day – **this free time and all other absences must be agreed with your workshop leader and house responsible person.**

Some free time on the weekends is also usually available – speak with the person responsible for your house.

Coworkers may take one free weekend per month. This begins 17.30 on Friday until 07.00 Monday. It is possible to combine this with a free half day.

7. Holidays

Coworkers may take 4 weeks holiday a year. Holidays accrue 1 week after each 3 month period.

All holidays must first be approved by your workshop leader and your house responsible person it should then be notified to the person with the overall work coordination for final approval. They should also be mentioned at the co-worker meeting.

8. Alcohol and Drugs

The drinking of alcohol at Solborg is generally not an accepted practice and you must never be under the influence of alcohol when working. Only those drugs which have been prescribed for your use by your doctor are allowed. The smoking of tobacco is not allowed in the buildings (with minor exceptions) and may also not be acceptable when you are working but this varies from one workshop to another.

9. Music

Music from electronic devices must not be played in working situations with villagers present. Such music must not be played in common areas without first asking the person responsible in the house. Music played in the cars should be agreed to wherever possible by everyone in the car.

10. Training

All new co-workers must take part in the Introduction Year Seminar which offers a theoretical and practical insight into Camphill and Anthroposophy.

With the exception, where applicable, of EVS seminars, all other seminars **must** be considered to be on your free time. This means that if you wish to attend other seminars for example on a weekend – this must be considered to be your free weekend.

All new co-workers should be allocated a mentor within 2 weeks of arrival.

11. Solborg Hytte

The cabin is available for use by all co-workers and, upon agreement by the Co-worker meeting, their guests. If you want to reserve the Hytte you must ask the person responsible for the Hytte. The Hytte has rules for use - including how to use the toilet and what to do upon leaving the Hytte - this information is found in the entrance hall of the Hytte. It is expected that guests give a small contribution for their use of the cabin of 100 kroner per night or other contribution acceptable to the person responsible for the cabin.

12. Television

The Management Group of Solborg must approve the use of televisions at Solborg to view live broadcast television.

The use of the television in Olav Salen for any purpose is not permitted during events on the Solborg program or when the hall is otherwise being used by groups. ***It should also be noted that the television must not be used from 4 pm Saturday to 12 pm Sunday on weekends where there is Offering Service (“Handling”) on the program.***

13. Computer

There are computers free for use by co-workers in many of the houses. These computers are to be used primarily for sending and receiving email. Each house should make arrangements for how the computer is shared. In the absence of such arrangements the general rule is that if someone else asks to use the computer you are using you must not spend more than 15 minutes more on the computer.

14. Guests

You may invite guests to come to Solborg if you ask the person responsible in your house. However if a coworker invites more than 2 guests at a time or if the guests wish to stay more than 4 days the guests will be expected to contribute by casual work (or make other acceptable contribution) and ***must*** be referred to the co-worker meeting or the coworker mandate group for approval.

15. Leaving Solborg

You should give preferably three months but must give at least one month's notice before you leave Solborg.

Solborg can require that you leave immediately, after discussing the matter with you, if you breach these guidelines seriously or consistently– but otherwise must give you three months notice.

16. Money

As a new coworker you receive the following benefits:

- NOK 1800 each month pocket money
- Public Transport allowance of up to 400 Kroner per month (on production of receipts) or use of the collective bus card.
- Long distance (within Norway) travel allowance (on production of receipts) of up to 800 Kroner each six months
- NOK 3000 for each year holiday money (this becomes proportionally payable after co-workers have been here for six months)

- Travel costs to return home (maximum kr 2000) by the cheapest form of transport (organised by Solborg) if you stay at Solborg for one year.
- Emergency medical expenses or other medical expenses first approved by the coworker mandate group.
- Emergency dental expenses
- The use of a Norwegian dictionary - a Bible - Seminar books
- Free entrance to all cultural activities where villagers attend.
- Free entrance to the cinema if you personally accompany a villager - the villager must have the “Ledsager bevis” card with their photo on it with them)
- All your food supplied in the houses and basic toiletries - a towel - sheets etc.
- **you must bring adequate working clothes (including shoes/boots) for one year and winter clothes** but if they get damaged (ie so that you can't work in them) we can in exceptional circumstances pay for a new set - or find something for you to wear.
- you can get a refund of tollgate charges to and from Oslo one time per month.
- You may (after qualifying) drive the car to Oslo or other longer distance destination one time per calendar month for private use. This privilege is, however subject to the guidelines relating to the use of cars which you can read below. **If you drive to Oslo or other longer distance destination (including the airport) more than one time in a calendar month your pocket money allowance will at the discretion of the coworker mandate group be reduced by 4 kr per kilometer driven.**

17. Tax

Unless otherwise agreed on induction at Solborg - Solborg will take full responsibility for your taxation. If you must pay a tax bill or if you get a tax cheque these are for Solborg to deal with - not you. **In this regard you agree (unless otherwise excluded at induction) that the Solborg has the right to open all letters from the tax office in your name - and sign any tax cheques on your behalf.**

18. Telephone/fax/Mail

All co-workers must pay for all private use of the fax at the office, for all private post and for private long distance telephone calls. Those responsible in the house may require you to provide a deposit for your phone bill toward the end of your stay at Solborg.

19. "Allmøte og Landsbymøte"

These village meetings occur every second week and all new coworkers are expected to attend.

20. "Handling"

It should be respected that the hall is not available for use before a service. New coworkers are not expected to attend the services, with the exception that it may be necessary in order to assist the villagers in attending.

21. "Samling"

It should be respected that activities taking place in the hall begin promptly at the time agreed. If you come late the door to the hall may be locked.

22. "Spill"

New coworkers are expected to participate in the plays at Solborg however they are not required to do so.

23. Bible Evening

New coworkers are expected to participate in the Bible Evening however they are not required to do so.

24. Activities in General

If a new coworker consistently over time does not participate in the common activities at Solborg the Coworker Mandate, group after discussing this issue with the coworker, may ask the coworker to leave Solborg.

25. The Villagers

As social service providers we provide care for the villagers in their physical and social needs. We do not nor are we in fact permitted by law to force the villagers to do anything. We can make specific agreements with the villagers concerning their conduct etc. Additionally we are not legally permitted to stop villagers from going wherever they want.

As a general rule one can expect that at least one coworker must be "conscious" of a house in which villagers are left alone for extended periods of time. The person responsible in a house will describe to you what this means in relation to the house you are connected to or the villagers in your house.

On induction to Solborg you **must** sign a "Declaration of Confidentiality". This declaration states (in brief) that you will not discuss any matter relating to the villagers except with other people who have signed such a declaration.

26. Exceptions – Disputes etc

At any time if you consider these guidelines are not reasonable or if you wish to make a specific exception you should make a point at the co-worker

meeting or refer the matter to the coworker mandate group.

If you do something (or fail to do something) expressed in these guidelines and a potential conflict arises the procedure for solving the dispute is as follows:

- you choose a member of the Lansbyråd to accompany you to a meeting with the person with whom the potential conflict has arisen
- this group discusses the problem and has the authority to resolve the dispute.
- If the problem continues or in the case of serious conflicts the matter should be referred to the coworker mandate group.

27. Specific Guidelines for Car use

- All co-workers with a licence valid for driving in Norway may ask the management group to drive the cars at Solborg. It is **generally** the case that co-workers should wait three months after coming to Solborg before they can begin driving. After the waiting period the co-worker must take a rudimentary driving test with the person responsible. You should remember that driving the cars is a privilege and **is specifically dependent upon your participation in the greater social life of the village.**

- Where there is a garage available cars at Alm must be parked in the garage at all times after use. The cars at Solborg must be parked in the garages available.

- Drivers must not leave the keys in the car and must ensure all the doors of the car are locked after use.

- The driver must fill out the log book in the car after each use - including the date, the amount of kms shown on the odometer, the amount of kms they drove, where they drove to, which house or workshop is responsible for the expense and they must write down their name

- Drivers must take out any garbage which accumulated in the car during their use of the car.

- Cars with less than half a tank of fuel must be filled up. You can refill the tank at the Esso Benzin station at Hønefoss or Jevnaker or any other Esso station by using the card contained in the key holder. If you need to refill in another gas station you can use cash and on presentation of the receipt at the office (signed by you and noting which car) you can receive a refund for the money.

- Remember to hang up the keys after using the cars in the right place - not your pocket.

- **All damage or defects in the cars must be notified to the person responsible for the car in question immediately.** Any accident must be reported in the official damage report to be signed by both drivers. This is required by law, but those who find difficulties with the Norwegian language may ask for this to be done at the Solborg office with both drivers present. In the event of any doubt please call the Solborg office before signing anything. Damage and accidents must be reported also to the Management Group, and the driver responsible will be invited to share his or her description of the incident with the meeting.

- You must write down the use of the car on the white board at Olav Salen before every use. Write down clearly the time you will take the car, when you will bring it back, where you will drive and who you are.

- If the car breaks down ring Solborg and try and contact the person responsible - if you can't get help you should ring the number for NAF - who can come and try and get it started or tow it away if necessary. The number for NAF is on the Dashboard of the car.

- The trailer must also be written down on the white board - you must also remember to take the registration papers for the trailer when you use it - they are with the person responsible for the trailer. ***You should check with the person responsible for the cars whether your licence permits the use of the trailer.***

- You must not smoke in the cars.

- Do not take any of the tools or equipment out of the cars.

- Speeding, parking and any other fines must be paid by the driver. Please note that parking expenses are paid for by the village, so no money is saved by illegal parking. Speeding is a heavy crime in Norway, there are big fines and people have their licenses withdrawn. If you are not worried by safety, be worried by economics and convenience.

- Drinking and driving don't mix in Norway. Big fines and instant suspensions of licence can happen TO YOU! Even the day after this can be serious.

- Our cars are a shared resource and a big test of our ability to function as a community. Respect the car board, write out your car needs and stick to them. Return your car when you promised

to, the next driver may be trying to catch a flight! Put the keys back where they are supposed to be. It does not help if the car is there and the keys are gone. It is suggested that you never put them in your pocket, keep them in your hand until you have put them back.

- If you want to take a car overnight you must talk to the car responsible. If you want to take a longer trip of more than a day, you must take it up at a coworker mandate meeting, at a co-worker meeting or the management group meeting. We want to avoid a situation where there are no cars in the village.

- **You must not drive cars between Solborg and Alm. The only exceptions to this rule are to be handled by the management group.**

- If a driver breaches these guidelines in a serious manner or consistently breaches these guidelines or causes serious damage to a car their driving privileges may, at the discretion of the Coworker mandate Group, be restricted.