



وزارة تمكّن
MINISTRY OF COMMUNITY EMPOWERMENT

مؤسسة الإمارات
EMIRATES FOUNDATION

الهيئة الاتحادية للموارد البشرية الحكومية
Federal Authority For Government Human Resources



في وقتك بركة Your Time Counts

User Manual



في وقتك بركة Your Time Counts



“Your Time Counts” is a national program designed to encourage volunteering within the federal government. It aims to promote a culture of giving and community service in the government workplace and to make volunteering an integral part of employees’ performance and social responsibility.

The initiative is based on the Volunteerism Guidelines in the workplace Entities for the government issued by the Federal Authority for Government Human Resources. It encourages employees to participate in volunteer activities by linking volunteer hours to Performance Management System for Federal Government Employees “Injazati”. Consequently, volunteer hours become an added value that supports institutional achievement and reinforces a culture of giving as an essential component of government work.

Who Can Volunteer?

Employees of federal entities may participate in volunteer work if the following conditions are met:

- The employee must be working full-time within the UAE.
- The employee must be at least 18 years old.
- The employee must have good conduct and reputation.
- The employee must be registered on the National Volunteer Platform Volunteers.ae.
- The volunteer opportunity must be approved through an official platform.

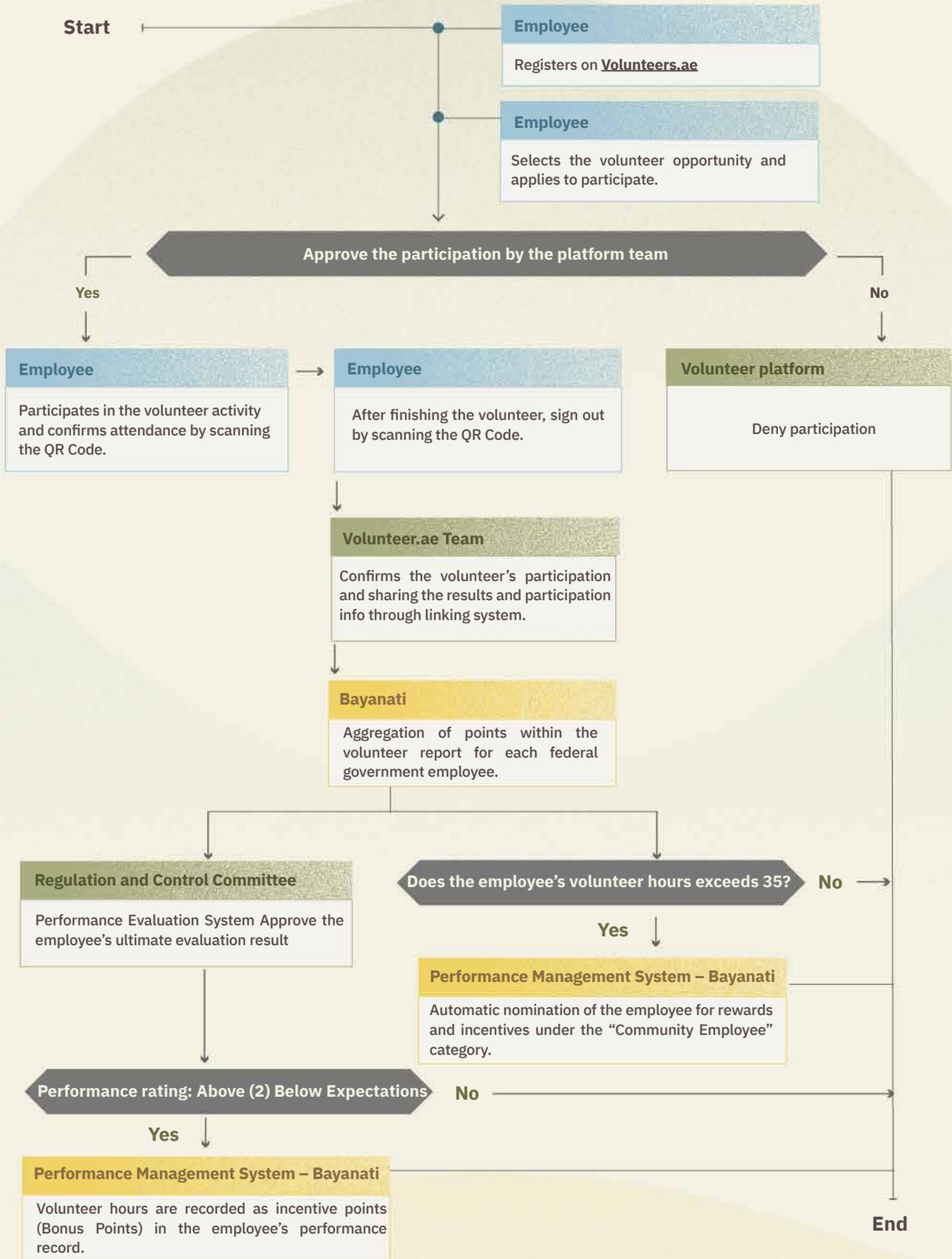
How to Participate in Volunteer Work?

Employee participation in volunteer activities involves the following main steps:

- Register on the National Volunteer Platform Volunteers.ae.
- Volunteering is to be conducted outside of official work hours, except when the employee is on annual leave.
- Select a suitable volunteer opportunity and apply for it.
- Participate in the volunteer activity and confirm attendance through the approved system.
- Volunteer hours are automatically recorded in the employee's record.



Workflow for Employee Participation in Volunteer Activities



How Are Volunteer Hours Counted?

Volunteer hours are calculated within the Performance Management System for Federal Government Employees “Injazati” and are added as incentive points in the annual evaluation according to the following mechanism:

Number of volunteer hours	5 – 14 hours	15 – 24 hours	25 – 34 hours	35 hours or more
Increase in evaluation	5%	7%	10%	15%



Rewards and Incentives

The “Your Time Counts” initiative aims to recognize employees who dedicate their time and expertise to serving the community through a range of incentives that strengthen the culture of giving in the government workplace.

These incentives include:

Institutional Recognition

Highlighting the contributions of employee volunteers through internal communication channels and documenting their stories of giving and community service.

Community Employee Category

Employees who exceed 35 volunteer hours are automatically nominated for the Community Employee category within the institutional incentives’ framework.

Additional Points in Performance Evaluation

Volunteer hours are counted within the federal government employees’ performance management system, contributing to the employee’s annual evaluation in accordance with the approved mechanism.

These incentives aim to encourage employees to transform their time and expertise into a positive impact that benefits the community.

Duties and Obligations of the Employees engaging in volunteer work:

Employees who wish to engage in volunteer work, whether inside or outside the country, must comply with the following:

1. Adhere to the spirit of teamwork in accordance with the requirements of volunteer work.
2. Comply with all instructions issued and carry out the tasks assigned to them.
3. Adhere to the Volunteer Work Charter noting that it is prohibited to organize any volunteer activity inside or outside the country unless it is licensed by the competent authorities in the state in accordance with the applicable procedures.
4. Maintain the confidentiality of information and data accessed while performing volunteer duties.
5. Update their personal information.
6. Comply with the objectives of the volunteer assignment, respect the policies, systems, and regulations of the entity organizing the volunteer work, and preserve its property.
7. Notify their employer and the entity organizing the volunteer work upon ceasing volunteer activities.
8. Refrain from displaying, offering, promoting, or advertising any goods or services while performing volunteer work if this results in material benefit or personal gain.
9. Return all tools, equipment, and devices entrusted to them upon the completion of the volunteer work.
10. Comply with safety and security instructions.
11. Ensure that the volunteer work does not compromise the security and safety of society and does not cause harm to others, the environment, or public or private property, nor breach of privacy.
12. Ensure that the volunteer work is licensed in accordance with applicable procedures.
13. Ensure that the performance of the volunteer work does not involve any conflict of interest or result in personal benefit.
14. Comply with all provisions stipulated in the Volunteer Work Law and other relevant legislation in force in the State.



Guided by the belief that every hour of giving can make a real difference, the “Your Time Counts” initiative invites every employee to dedicate their time and expertise to serving the community and strengthening the values of solidarity and social responsibility.

When you volunteer, you create a lasting social impact.

Because Your Time... Counts.