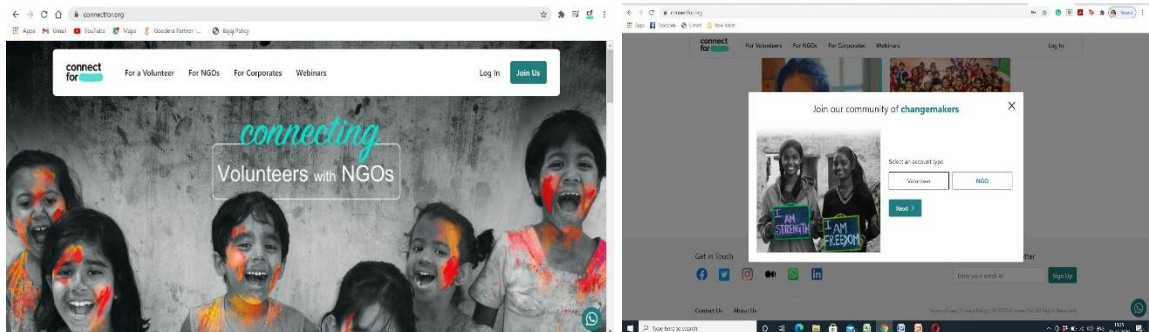




Esops Virtual Volunteering Programme Handbook on Registration for Employees

Section 1: Steps of Registration for Mahindra Employees

1. To sign up for Virtual Volunteering Opportunities, you will need to **Join us** as a Volunteer on the platform www.connectfor.org.



2. Select account type as Volunteer
3. The first stage of registration will need basic details as - Full Name, Mobile number and Email ID (**please use your official IDs to register**). Fill the **OTP sent** on your mobile number to proceed.
4. The second stage of registration will ask you for your Professional details including your **organisation name** (Code).
5. Please ensure that you complete your profile successfully by filling in all the data (**Personal information, Qualifications and General sections**) accurately, to ensure your registration process is complete.

* Please note:

- **About volunteer** will contain your **Employee Token ID**.
- **Organisation Name** will be a **Code**. Please use the key (provided as annexure) to insert your Organization Name.

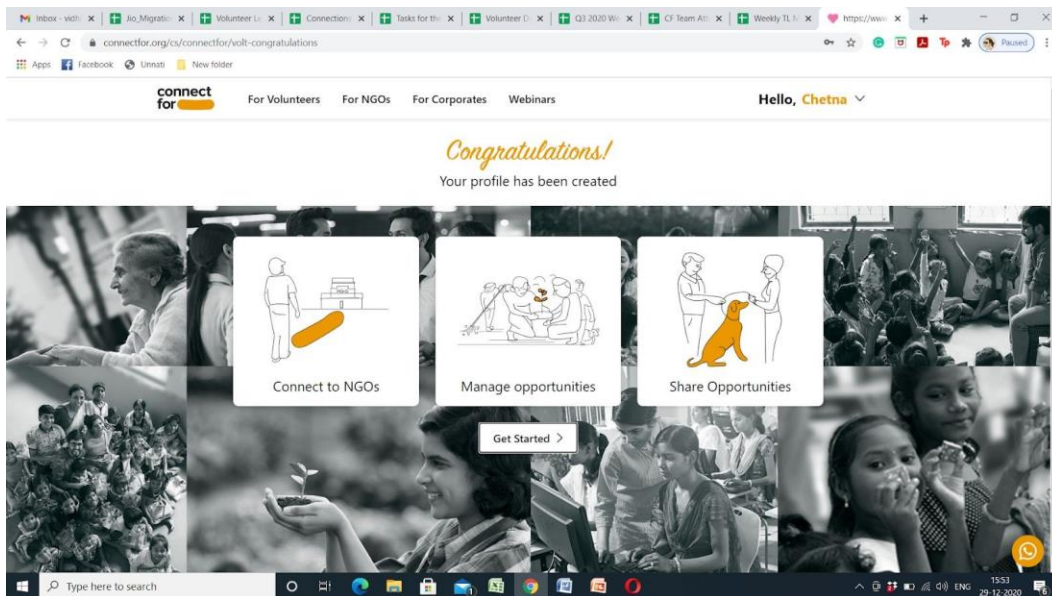
Eg: If you work at M&M GCO, Worli - your organization name / code will be 01_1, as per the key provided at the end of the document.

****Please ensure you have filled both these fields accurately to ensure your volunteering journey can be successfully tracked.***



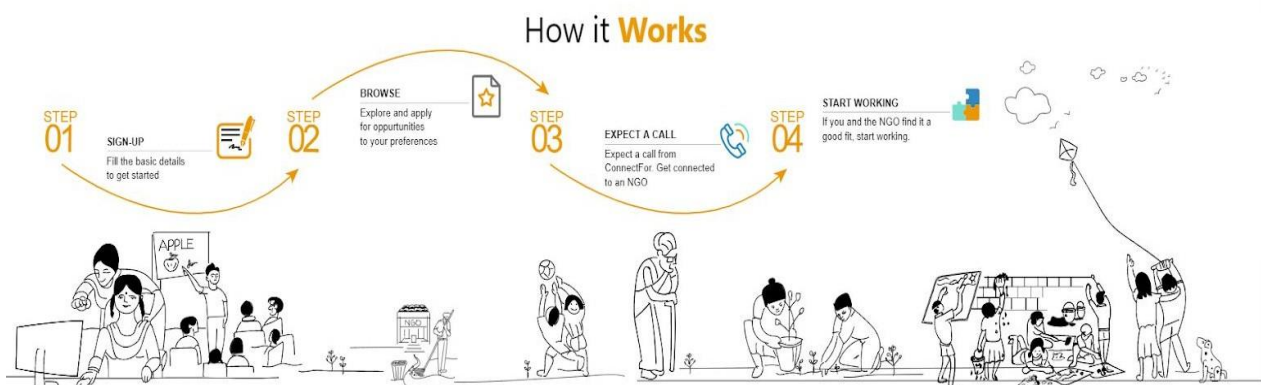
Section 2: Choosing & Showing Interest on Opportunities

1. You can go on our website to pick and choose opportunities based on your preferences. You can filter opportunities based on your cause preferences /



cities.

2. Click on your preferred opportunity. Read about the opportunity, requirements and the NGO before you click on **VOLUNTEER NOW**.
3. Fill in the volunteering form and click on **SEND REQUEST**.





Section 3: General FAQs on Virtual Volunteering

1. What is Virtual Volunteering?

Virtual Volunteering provides employees the scope to volunteer remotely in their individual capacities.

Over and above this, employees can also register for the following -

- **One day and one-time volunteering events through the month -**
Eg. product making activities, recreational activities, knowledge sessions etc.
- **Long term individual volunteering opportunities -**
Eg. mentoring, mock interviews for students etc.

The Esops and ConnectFor team will share mailers with the volunteers on all featured / upcoming opportunities.

2. How can one volunteer virtually?

All you need is an active internet connection, a smart device (phone / laptop). Some modes of technology used for virtual projects include - Emails, Google sheets & Excel sheets, WhatsApp, PPTs, Skype, Hangouts, etc.

3. Who is the programme applicable to?

This programme is open to all Mahindra employees, across all locations for a period of 1 year, ie, from 1st August 2020 to 31st July 2021 or as decided by the management.

4. Do I need to pay any cost towards the activities?

No. You will not be required to pay any money towards the activities. The Esops team is coordinating and rolling out this virtual volunteering opportunity along with a not for profit partner ConnectFor and all we need is your wholehearted participation.

5. What will be my Esops person hours of volunteering?

The hours would vary depending on the choice of opportunity / project. Each opportunity will have a predefined outcome along with the hours required for it.

6. How will my impact be calculated?

A team member from ConnectFor will always be in contact with the NGO that you are volunteering with. The impact will be recorded as per the NGO's records. Every month, your progress will be shared with the Esops Champion at your location/company.

7. I need support in identifying volunteering opportunities. What do I do?

You can call the ConnectFor team at +917977347851 and the designated Volunteer Team will help you find the best opportunity.



For any questions or queries please contact – esops@mahindra.com or bd@connectfor.org.

KEY - Organization Name

To be filled in the “Organization Name” column while Registering (Ctrl+F for quick search)

Organization	Location	Code
M&M GCO	Worli	01_1
M&M GATEWAY	Mumbai	02_1
M&M AUTO	Kandivali	03_1
	Nashik	03_2
	Igatpuri	03_3
	Zaheerabad	03_4
	Haridwar	03_5
	Area Office	03_6
MVML (Mahindra Vehicle Manufacturers Ltd)	Chakan	04_1
MRV (Mahindra Research Valley)	Chennai	05_1
MADL (Mahindra Auto Distributors Ltd)	Nashik	06_1
MHEL (Mahindra Heavy Engines Ltd)	Chakan	07_1
Mahindra Electric	Bangalore	08_1
MTBD (Mahindra Trucks & Buses Division)	Pune	09_1
SBU (Spares Business Unit)	Kanhe	10_1
M&M FARM	Kandivali	11_1
	Nagpur	11_2
	Jaipur	11_3
	Rudrapur	11_4
	Zaheerabad	11_5
	Area Office	11_6
POWEROL	Kandivali	12_1
SWARAJ DIVISION	Punjab	13_1
Gromax	Vadodara	14_1

Krish-e by Mahindra	Kandivali	15_1
EPC	Nashik	16_1
Mahindra Lifespaces Developers Ltd		17_1
Mahindra World City	Jaipur	18_1
Mahindra World City Developers Ltd.	Chennai	19_1
Mahindra Accelo	Worli	20_1
	Nashik	20_2
	Vadodara	20_3
Mahindra Steel Services Centre Ltd.	Kanhe	21_1
	Bhopal	21_2
Mahindra Auto Steel Pvt. Ltd. (MASPL)	Chakan	22_1
Mahindra Susten		23_1
Mahindra Tsubaki Conveyor Systems Pvt. Ltd. (MTC)		24_1
Mahindra CIE Stampings	Kanhe	25_1
	Rudrapur	25_2
	Pantnagar	25_3
	Nashik	25_4
	Zaheerabad	25_5
Mahindra CIE Gears	Rajkot	26_1
	Chakan	26_2
Mahindra CIE Composite	Pimpri	27_1
	Mangaon	27_2
Mahindra CIE	Chakan	28_1
	Urse	28_2
	Bhosari	28_3
Mahindra Defense Land Systems Ltd. (MDSL)		29_1
Mahindra Telephonics Integrated Systems (MTIS)	Prithla	30_1
Mahindra Sanyo Special Steel Pvt. Ltd. (MSSSPL)	Khopoli	31_1
Mahindra Agri Solutions	Nashik	32_1
	Indore	32_2

MAHINDRA FIRST CHOICE WHEELS LTD.		33_1
MAHINDRA FIRST CHOICE SERVICES LTD.		34_1
Mahindra Logistics Ltd.		35_1
Swaraj Engines Ltd	Punjab	36_1
Mahindra Holidays & Resorts India Ltd (MHRIL)		37_1
Mahindra & Mahindra Financial Services Ltd	Andhra Pradesh	38_1
	Arunachal Pradesh	38_2
	Assam	38_3
	Bihar	38_4
	Chhattisgarh	38_5
	Delhi	38_6
	Gujarat	38_7
	Himachal Pradesh	38_8
	Jammu & Kashmir	38_9
	Karnataka 1	38_10
	Karnataka 2	38_11
	Kerala	38_12
	Madhya Pradesh 2	38_13
	Madhya Pradesh 1	38_14
	Maharashtra 1	38_15
	Maharashtra 2	38_16
	Mumbai (Head Office)	38_17
	Odisha	38_18
	Punjab	38_19
Rajasthan 1	38_20	

	Rajasthan 2	38_21
	Tamil Nadu 1	38_22
	Tamil Nadu 2	38_23
	Telangana	38_24
	Uttar Pradesh (East)	38_25
	Uttar Pradesh	38_26
	West Bengal	38_27
	Uttar Pradesh (West) & Uttrakhand	38_28
Mahindra Rural Housing Finance Ltd (MRHFL)	Andhra Pradesh	39_1
	Arunachal Pradesh	39_2
	Assam	39_3
	Bihar	39_4
	Chhattisgarh	39_5
	Delhi	39_6
	Gujarat	39_7
	Himachal Pradesh	39_8
	Jammu & Kashmir	39_9
	Karnataka 1	39_10
	Karnataka 2	39_11
	Kerala	39_12
	Madhya Pradesh 2	39_13
	Madhya Pradesh 1	39_14
	Maharashtra 1	39_15
	Maharashtra 2	39_16
	Mumbai (Head Office)	39_17
	Odisha	39_18

	Punjab	39_19
	Rajasthan 1	39_20
	Rajasthan 2	39_21
	Tamil Nadu 1	39_22
	Tamil Nadu 2	39_23
	Telangana	39_24
	Uttar Pradesh (East)	39_25
	Uttar Pradesh	39_26
	West Bengal	39_27
	Uttar Pradesh (West) & Uttrakhand	39_28
Mahindra Insurance Broker Ltd	Andhra Pradesh	40_1
	Arunachal Pradesh	40_2
	Assam	40_3
	Bihar	40_4
	Chhattisgarh	40_5
	Delhi	40_6
	Gujarat	40_7
	Himachal Pradesh	40_8
	Jammu & Kashmir	40_9
	Karnataka 1	40_10
	Karnataka 2	40_11
	Kerala	40_12
	Madhya Pradesh 2	40_13
	Madhya Pradesh 1	40_14
	Maharashtra 1	40_15
	Maharashtra 2	40_16
Mumbai (Head	40_17	

	Office)	
	Odisha	40_18
	Punjab	40_19
	Rajasthan 1	40_20
	Rajasthan 2	40_21
	Tamil Nadu 1	40_22
	Tamil Nadu 2	40_23
	Telangana	40_24
	Uttar Pradesh (East)	40_25
	Uttar Pradesh	40_26
	West Bengal	40_27
	Uttar Pradesh (West) & Uttrakhand	40_28
Mahindra Asset Management Co. Ltd (MAMCO)	Andhra Pradesh	41_1
	Arunachal Pradesh	41_2
	Assam	41_3
	Bihar	41_4
	Chhattisgarh	41_5
	Delhi	41_6
	Gujarat	41_7
	Himachal Pradesh	41_8
	Jammu & Kashmir	41_9
	Karnataka 1	41_10
	Karnataka 2	41_11
	Kerala	41_12
	Madhya Pradesh 2	41_13
	Madhya Pradesh 1	41_14
	Maharashtra 1	41_15

	Maharashtra 2	41_16
	Mumbai (Head Office)	41_17
	Odisha	41_18
	Punjab	41_19
	Rajasthan 1	41_20
	Rajasthan 2	41_21
	Tamil Nadu 1	41_22
	Tamil Nadu 2	41_23
	Telangana	41_24
	Uttar Pradesh (East)	41_25
	Uttar Pradesh	41_26
	West Bengal	41_27
	Uttar Pradesh (West) & Uttrakhand	41_28
Tech Mahindra	Bengaluru	42_1
	Bhubaneswar	42_2
	Chandigarh	42_3
	Chennai	42_4
	Delhi-NCR	42_5
	Hyderabad	42_6
	Kolkata	42_7
	Mumbai	42_8
	Nagpur	42_9
	Pune	42_10
	Vizag	42_11
	Ahmedabad	42_12
Bristlecone		43_1

MTWD	Pithampur	44_1
Mahindra Integrated Business Solutions		45_1
Mahindra e-Market Limited		46_1
Partners Division (Corporate)	Worli	47_1