

## CODE OF CONDUCT FOR VOLUNTEERS

This code of conduct explains the standards of behavior that is expected from our volunteers, not only by the placement organization, but also from the providers of accommodation and, most importantly, the projects that we work with. By enrolling as a volunteer, you accept to respect this code.

This code is separated into three sections:

- General
- At the project
- Accommodation

The local organization is fully committed to responsible voluntary service. The code of conduct is designed to help you get the most out of your placement in a safe manner. It also ensures that the organization and people we work with are treated with respect and that consideration is given to other cultural aspects during your placement.

Please note that breaches of the code of conduct may result in your placement being terminated without compensation.

### **General**

You are expected to:

- Volunteers are not allowed to carry out activities related to either political work or religious movement. Discussion about the political situation or political system can be considered inappropriate. Participation in a religious movement can be considered illegal in some countries, especially with any efforts to disseminate new religions that have not been approved by the government.
- Listen to, and follow the advice or requests of your local Coordinator
- Understand that you are a representative of not only the organization but also your country of origin and you should act accordingly
- Realize the organization has a zero-tolerance policy towards the possession and use of illegal substances. If you are found in possession of, or are under the influence of such substances, you will have your placement contract terminated immediately
- Respect, and seek to understand the culture of the country you are in. This involves being tolerant to varying approaches of the local people (your coordinator can explain the cultural norms and advise you)
- Follow your project rules; respect your host family and local community regarding consumption of alcohol
- Be aware of potentially different attitudes towards sexual relationships in the culture and understand the effect that any such relationship may have on individuals in the local community. We do not tolerate sexual intercourse at our dormitories. Under the circumstances that it does occur, you will be requested to leave the dormitory and find your own accommodation to your own expense.
- Treat all people with respect and dignity
- Dress appropriately at all times with regard to the culture you are living in

- Do not engage in political demonstrations or illegal activities of any kind
- Understand that the project and accommodation booked and provided is non-changeable in-country without prior approval of both the local organization and the sending organization
- Keep your local coordinator informed of your plans for any trips away at the weekends
- Consult your local coordinator outside working hours only in an emergency.

### **At The Project**

You are expected to:

- Endeavour to maintain a positive mental attitude throughout your placements
- Act as a conscientious member of the project team.
- Abide by all the rules of the project at which you are working and respect them as any other member of staff
- Not accept payment of any kind for the work that you are doing
- Work hard to achieve not only your own personal goals but also those of the project and the people and/or organization that you are helping
- Listen to and follow the instructions of your supervisor/contact at the project in addition to those of your local coordinator
- Inform your supervisor/contact at the project if you are at any time unable to fulfill the duties to which you have committed
- Treat all of the materials that you use during your placements with care

### **Accommodation**

You are expected to:

- Respect local customs and abide by the rules of the accommodation in which you are staying
- Check with either the home stay family or owner of your accommodation before inviting anybody in to your room
- Be aware that overnight visitors are not allowed
- Respect the accommodation you are using and pay for any damage you may cause to the property
- Keep your room clean and tidy
- Not smoke in your accommodation unless you have the explicit permission of the owner
- Stay at the accommodation allocated to you. You are not permitted to make your own accommodation arrangements for reasons of security
- Settle any outstanding bills or payments before leaving the accommodation
- Be aware that there will be no refunds for food/accommodation if you decide to go on trips/leave early

