



The Andaman Discoveries (AD) Volunteer Code of Conduct sets out guidelines for volunteers and the standards of individual behavior required of all people volunteering through AD.

This code has been designed to ensure all volunteers are aware of their obligations and responsibilities to AD and the communities they serve. By accepting the intent of the code and through complying with its provisions, AD volunteers acknowledge their status as foreign ambassadors and representatives of AD within local communities. Failure to comply with the code may lead to the withdrawal of a person from a project.

- (1) All volunteers will read and understand the "Volunteer Guide" and "Pre-Departure Information Booklet" prior to working on projects.
- (2) Before committing to AD, all volunteers must research the AD programs thoroughly and prepare themselves appropriately for cultural, monetary, and physical conditions; this includes purchasing suitable insurance.
- (3) Volunteers will work diligently to achieve not only your own personal goals but also those of the communities that you are helping; and will not accept payment of any kind for the work.
- (4) Display respect and courtesy for community members, AD staff, other volunteers, guests, clients and property.
- (5) Respect local customs, abide by the rules where you are staying, and avoid discrimination of any kind.
- (6) The volunteer must abide by the rules put in place by AD, volunteer placement institution and host family in regards to alcohol consumption. Drug use (unless prescribed by a doctor) is strictly prohibited and will result in instant dismissal from the program with no refund.
- (7) No child or vulnerable adult is to be taken outside of the placement site, without making prior arrangements with the placement staff.
- (8) No child or vulnerable adult is to be taken to any volunteer's homestay, guesthouse, hotel or accommodation.
- (9) AD volunteers are not permitted to take any child or vulnerable adult to a cafe, restaurant unless permission has been given by the placement staff.
- (10) AD volunteers are not permitted to share a bed or room with any children or vulnerable adult while participating on an AD program.
- (11) Inappropriate conduct toward children and vulnerable adults, including failure to follow the behavior standards stated above, is grounds for discipline, up to and including dismissal from the AD program and/or police notification and legal action.
- (12) Regular work hours, sick leave, vacation time and a long and short term work plan will be discussed and approved by your Volunteer Coordinator at AD. In the case of remote volunteer positions, the Volunteer Coordinator will liaise with the worksite supervisor on behalf of the volunteer.
- (13) Inform your Volunteer Coordinator or other AD staff if you are at any time unable to fulfill the duties to which you have committed.
- (14) IF you are experiencing any problems with your work program, fellow colleagues, or if you have any practical problems or need advice in terms of accommodation, visas, medical assistance, communication and area orientation, please speak to your Volunteer Coordinator first. The Volunteer Coordinator is here to help, and they can help you to find a solution.

By signing below, I, _____ (print name), acknowledge and agree to the above terms and conditions of being a volunteer or intern at AD.

Signature _____ Date _____