

RALEIGH PARTICIPANT CODE OF CONDUCT INDIVIDUAL AGREEMENT

Name: _____

ID Number: _____
(Office use)

1. INTRODUCTION

We require all participants to accept and live up to this Code of Conduct from the start and we will provide training and support to you to ensure this is achieved. The aim of this Code of Conduct is to let you know what is expected of you so you can work alongside each other to achieve both your and the programme's aims in a positive and safe environment.

You should read this code in conjunction with Raleigh's Terms and Conditions when you apply to join our programmes. You will then sign a final copy of this Code either before you leave or at In-country induction training before the programme starts. This final copy will be signed by you and someone from the Raleigh team, and kept for the duration of your time overseas with us. This document is not a legally binding contract.

Withdrawing from the programme not only has a financial cost to you, but can cause disruption to your team, the host community and your placement. You will put a lot of time and effort into preparing for your programme so it ***is therefore extremely important that you read through the following agreement carefully before signing and committing yourself to this programme.***

The programme will be a fantastic opportunity for you to be an ambassador for your country and Raleigh. We look forward to working with you and hope you make the most of the opportunity.

2. PARTICIPANT DIMENSIONS

We do not ask for any specific hard skills or experience in our participants. We do, however, look for people who show the potential to learn and to become Active Global Citizens. The 7 areas that we focus on are included below:

a) **Positive and Realistic Commitment**

A positive approach and drive to work as a volunteer based on realistic expectations.

b) **Commitment to Learning**

The continuing desire to discover new things and learn; and the humility to share, learn and develop with others.

c) **Practical Problem Solving Ability**

The ability to solve practical problems using available resources. An inventive and positive approach, making decisions where necessary.

d) **Flexibility and Adaptability**

An adaptable approach to dealing with new and demanding situations.

e) Self Assurance

The self-confidence and courage to be sufficiently independent and to deal with people and circumstances with calmness and humour.

f) Working with Others

The social skills to work with others and to enable others to solve problems. Integrity when persuading others to implement plans.

g) Sensitivity to the Needs of Others

An open and non-judgmental approach, which respects other people and cultures. Good listening skills and empathy.

Throughout your involvement with Raleigh, it is very important that you demonstrate commitment to developing and using these dimensions. Failure to do so can be considered in the same way as any other breach of the Code of Conduct and is outlined in section 5.

3. WHAT YOU CAN EXPECT FROM RALEIGH

As this programme requires such a large degree of commitment from you, and significant financial investment from us, it is only fair to set out exactly what you can expect of us:

3.1 Before the programme, we undertake to provide you with:

- Documentation to explain the programme and associated risks you may face while overseas in your placement or expedition country.
- Ongoing guidance, support and advice from the Volunteer Delivery Team at Head Office.

3.2 During the programme we will:

- Provide accommodation, food, transport and support in keeping with the values of the programme. We will monitor changing risks that may affect the programme; however you must recognise the limitations of Raleigh to control many of the risks inherent in each programme.
- Provide insurance as detailed in the pre-departure information.
- Provide support (both resources and training) for your learning.
- Provide you with welfare support throughout.

3.3 After the overseas programme we will:

- Provide you with a post placement report.
- Provide ICS participants with a Programme Review day.
- Enrol you in our Alumni network of over 36,000 and send you details of our alumni programme.

4. WHAT RALEIGH EXPECTS OF YOU

4.1 Before the programme you will:

- Read & understand the information and training Raleigh provides for you and carry out the required actions in this information by appropriate deadlines.
- Make an informed decision, on the basis of the information provided by Raleigh, and gathered by your own efforts, regarding the risks of participating in the programme. In spite of these potential risks, and after consideration of the conditions under which you will be living and working, you will have decided to participate in the programme and do so at your own risk.
- Make every effort to fundraise and donate to Raleigh. This money is non-refundable if you are withdrawn or leave the programme of your own initiative.
- Be able to act self-sufficiently with regards to cooking, basic health and hygiene awareness, and domestic chores. You will be required to help with tasks and chores in your placement accommodation.

4.2. As an ambassador for Raleigh and your country we expect that during the programme you will live up to the 'Raleigh International Behaviours'. If you fail to do so, Raleigh will take action - see section 5.

RALEIGH INTERNATIONAL BEHAVIOURS:

No alcohol - The environment in-country can be a hazardous one. Raleigh teams are also ambassadors for their own countries and guests in the host country. It is important that participants are at all times able to behave appropriately, make sound judgements and control their actions to keep themselves and others safe. Therefore consumption of alcohol during the programme is prohibited for all staff and participants, regardless of age or position.

No illegal activities, including drug taking – In most of the countries in which we operate, the buying, selling or taking of drugs, including marijuana, is punishable by severe penalties; up to and including the death penalty. Participation in any illegal activity including, but not limited to, consumption or procurement of illegal substances is not tolerated and can result in the involvement of local authorities and/or immediate removal from the programme. If you break the law of the country you are in, you risk facing the local legal system.

No acts of violence – Teams working together must learn to respect and trust each other, therefore any acts of violence (which includes serious verbal threats of violence or bullying) between participants, or participants and others in the community will not be tolerated.

Don't put others at risk - Your behaviour during the programme must not prejudice the safety and wellbeing of any member of the group, or the progress of projects. Raleigh has a strict set of Health & Safety Guidelines that inform every activity we do – these are based on nearly 30 years of experience running programmes, and make us a leader in safety standards of British organisations working abroad in remote areas. Everyone participating on a Raleigh programme is expected to adhere to

these guidelines. At its worst, illness or injury occurring as a result of flagrantly ignoring safety considerations could result in legal claims of negligence against individuals.

No inappropriate Volunteer Manager / Team Leader and Volunteer relationships during Programmes - There is a requirement of oversight and guidance from Volunteer Managers / Team Leaders to Volunteers as role models and mentors; as a result no intimate relationships between Volunteer Managers / Team Leaders and Volunteers (regardless of age) are allowed during the programme.

Respect local traditions and customs – Those of us who are guests in the country should seek to be discreet and sensitive in how we operate and should show respect for the way of life of those who accept us into their country and communities. We have much to learn from each other's cultures and, as an ambassador for your own country and a guest in theirs, it is important to understand local traditions and behaviours and be sensitive to them at all times.

Take only photographs, leave only footprints - The potential impact of a project group, both environmentally and socially, is very high. It is important to minimise any detrimental effect that we might have on the environment by respecting and protecting the environment for its own sake and for future inhabitants and visitors.

Safeguarding children - Some participants on Raleigh programmes are under 18 years of age and there are frequently children in the local community with whom Raleigh programme participants have regular contact. We therefore have a detailed and proactive Child Protection Policy and have appointed Child Protection Officers to protect children from harm, injury or abuse and to ensure swift, decisive action to counteract any danger to a child. All participants on a Raleigh programme are expected to abide by this policy.

Equal Opportunities - Raleigh strives to conduct all of its activities within an equal opportunities framework and is committed to taking every measure to ensure the safety and well being of all young people with whom we work regardless of gender, age, stage of development, disability, sexual orientation, religion, culture, or ethnicity.

Welfare - All participants who take part in projects organised by Raleigh or who are influenced by our work should do so without the fear of any physical, sexual or emotional abuse or neglect. Staff and participants should, at all times, show respect and understanding for young people's rights and their safety and welfare, and should conduct themselves in a way that reflects the principles of Raleigh. Raleigh is committed to working inclusively to overcome discrimination and social exclusion, bringing people together from different backgrounds to promote and celebrate diversity.

Photographs - Raleigh reserves the right to use any photographic material or video that you send to any staff member during or after the course of the programme on our website or other marketing materials. It is your responsibility to ensure that you have the permission of any person featuring in a photograph or video sent to us.

Communication Technology - Raleigh has a policy of not allowing individuals to take personal mobile phones or laptops on community projects, unless specifically allowed on ICS programmes. The communities we work with are generally remote, socially marginalised and economically disadvantaged. Although not always evident at the outset, your separation from the outside world vastly enhances the experience you can achieve in such communities and environments. In addition, your ability to keep such costly items safe and protected is vastly reduced in such contexts and the insurance we provide may not cover a personal loss in such situations. This does not mean there will be no ability to communicate home. Your programme staff will advise you on how you can gain access to communications technology for emergencies or non-emergency contact at the start of your placement.

In addition to these fundamental principles by signing the code of conduct you agree to:

- Participate fully in the programme, but at the same time, recognise that the nature of these aspects varies in each placement and there is no experience guaranteed by the programme
- Not take part in activities that may be incompatible with the objectives of the programme
- Not participate in any activity or work for personal monetary gain
- Not hitch-hike during the programme
- Not drive any motorised vehicle unless specifically authorised to do so by Raleigh
- Not ride on any motorbikes, motorised scooters or mopeds, as driver or passenger
- Not use any computer or download anything or use external devices such as memory sticks without the express permission of the owner and not download any inappropriate programmes or material to the computer.
- Not possess or circulate any offensive or pornographic material
- Not take leave from the programme, unless to attend a family emergency, and only then with the permission of the programme leader.
- Return to the UK on the flight provided by Raleigh International (UK ICS volunteers only)

5. IF YOU FAIL TO LIVE UP TO THE CODE OF CONDUCT

If you breach this code, there is a process for initial warnings and guidance to prevent recurrence, although the ultimate sanction of being required to leave the programme can be imposed immediately for serious infringements. The final decision on how we will respond to infringements of the Code of Conduct rests with our Country Staff in consultation with Raleigh's Head Office in London. If you are required to leave the programme you will be responsible for any additional costs incurred by you for your onward travel.

6. CONCLUSION

The success of the programme depends on participants treating each other, and all members of host communities, with respect. The repercussions of inappropriate behaviour in a cross-cultural exchange are often impossible for participants to foresee, or even to understand during their quite short involvement. Decisions that may seem sensible to one person, or to a small group of people, can sometimes put an entire programme at risk. To help guard against these problems, all participants must conform to this code of conduct. In our experience, this forms the foundation for a successful programme.

7. AGREEMENT

I have read and fully accept the above. The information I have provided to Raleigh International to date is, to the best of my knowledge true and accurate.

In signing this agreement, I confirm my acceptance of a place on a Raleigh International Programme

Signed by the Participant

Name.....

Signature.....

Date.....

Signed on behalf of Raleigh International

Name.....

Signature.....

Date.....