

Appendix A - Code of conduct for volunteers

1 Prior to Departure

- You must read and sign the contract and terms and conditions voluntarily
- You are encouraged to participate in a pre-departure training course,
- You have the responsibility to inform Danish ICYE of any circumstances that may influence your compatibility/suitability for certain activities and task
- You have the responsibility to provide accurate information to Danish ICYE about health related issues

2 During the Exchange Period

Safety

- You must not act in any way that could put others or yourself at risk of being injured
- Being under the influence of alcohol or other drugs may interfere with your ability to deliver service. You also understand that the influence of alcohol or other drugs can remain in the body for many hours after consumption. You therefore agree not to perform your volunteer duties while under the influence of alcohol or other drugs and not consume alcohol or other drugs with a client of your project.
- You will respect and use all equipment in the way in which it was intended. In particular, you will always make use of any safety equipment provided.
- You will promote healthy and safe work practices by ensuring that co-workers adhere to a similar approach and taking appropriate steps in relation to those who do not.

Legal

- You are expected to respect the organizational policy of Mafanikio. This includes the health and safety regulations as well as any regulations outlining relationship boundaries.
- You must respect and comply with the law of the Denmark and partner organization's country. This includes all laws relating to illegal drugs.

Respect and Integrity

- You should seek to promote integrity by being honest, fair and respectful of others.
- You must always respect the fundamental rights, dignity, and worth of all people, including the rights of individuals to privacy, confidentiality, self-determination, and culture.
- You are responsible for maintaining the confidentiality of all proprietary or privileged information to which you are exposed to while serving as a volunteer. Such information includes but is not limited to: information regarding a staff person, volunteer, member, or third party.
- You should use Danish ICYE and partner organizations resources in an appropriate manner.
- You must respect rules and regulations of the host community and take good care of the accommodation that has been provided for your use.
- You must keep your partner organization informed about your whereabouts during the programme period, including notifying them of any travel plans during the programme period.

Commitment to Mafanikio in workcamp programme

- You have responsibility towards Mafanikio to show willingness to adapt to the surroundings and to carry out agreed tasks and participate in organized activities. While there you will be involved in interesting activities, some of the tasks could be routine, but important to the completion of the project.

- You should strive to maintain high standards in your work. You should also recognize the boundaries of your particular competencies and the limitations of your expertise.
- You must attend all the activities foreseen by the workcamp-program and the events organized by Mafanikio
- You have the responsibility to remain in the workcamp-program for the agreed duration unless there is a good reason to leave the project. You should discuss such reasons with Mafanikio before leaving.
- If you decide to leave the workcamp programme, you must notify Mafanikio and Danish ICYE your intention to withdraw from the workcamp programme.

Complaints

You have the responsibility to seek guidance when necessary. If you have a problem or face a challenge you will engage in dialogue and discuss with your mentor/supervisor/Mafanikio as the partner organization can only act when it is aware of a problem or challenge. Changes and improvement of your own stay can only happen if problems and challenges are handled during your stay and not after.