



All Hands Volunteers
P.O Box 546
Carlisle, MA 01741

Code of Conduct

Purpose

This document outlines our expectations for your behaviour while volunteering on Project Cagayan de Oro. These standards will help us maintain a positive and productive environment, while preserving a respectable reputation in our host community. An infraction of any aspect of the Code will warrant sanctions ranging from a warning to expulsion from the project. The interpretation and enforcement of the code is at the discretion of the Project Director, and this code should in no way be considered a comprehensive list of offences warranting disciplinary action.

The Code of Conduct

Once accepted into the All Hands family, I become an ambassador of the organization. I understand that my actions, behaviours and decisions affect other volunteers and the organization's ability to continue the work it came here to do. Therefore, by signing this document, I understand that:

- 1- Curfew is eleven o'clock each night, extended to midnight on any night without work the following day. All staff and volunteers must be inside the walls of the house compound before curfew, unless signed out in accordance with the sign-out policy.
- 2- I will abide by the rules and restrictions set forth in the overnight sign out policy.
- 3- Staff and volunteers will drink responsibly at all times; excessive drunkenness will not be tolerated.
- 4- The consumption of controlled substances (drugs), inside or off base will lead to immediate expulsion.
- 5- Sexual relationships between All Hands Staff or Volunteers and members of the local beneficiary community are not permitted. Relationships outside of the beneficiary community must be carried out in a discreet and responsible manner befitting an international humanitarian organization.
- 6- Any form of sexual harassment, whether verbal or otherwise, will be grounds for immediate and permanent expulsion from the project and possible criminal charges, especially if any of these are repeated or a long-term problem.
- 7- Acts of violence, or threats of violence, whether directed towards a volunteer or member of the community, will not be tolerated.



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- 8- All staff and volunteers shall behave with respect for each other and the community. Expatriate personnel are representatives of All Hands, their respective countries, and the wider world in general, and shall behave in such a way to leave a positive impression.

Date

Signature