

help2kids

NPO VOLUNTEER PROGRAMME AGREEMENT

This Agreement is made by and between **help2kids**, operating community projects located in Tanzania and Malawi, and _____ (“volunteer”).

DESCRIPTION OF VOLUNTEER SERVICE

Anticipated Period of Service

Tanzania		Malawi	
Start date:		Start date:	
End date:		End date:	

PERFORMANCE OF SERVICES

The volunteer will perform such services, and only such services, as may be determined by the Director or his delegate, and shall perform such services consistent with applicable agreements.

CODE OF CONDUCT

The volunteer agrees to comply with the following code of conduct while in Tanzania or Malawi:

The purpose of the following Code of Conduct is to ensure that the conduct of individuals serving as volunteers reflects favourably on **help2kids**, ensures a positive and safe work and living environment for all workers, volunteers, patients and their families, and is not offensive to local cultural norms. All volunteers are expected to abide by this Code of Conduct. Although it is understood that volunteer service may be terminated at any time by

help2kids for any reasons within its own discretion, notice is given that violation of the Code of Conduct will likely result in early termination of volunteer service at the sole expense of the volunteer.

1. **Statements:** Volunteers need to be sensitive to the fact that no statements should be made that could be interpreted as negative, condescending, or politically slanted. Tanzania and Malawi have their own sets of sensitive political and social issues in which volunteers must avoid becoming embroiled or to appear to speak on behalf of **help2kids**.
2. **Illegal Drugs:** **help2kids** is a drug-free organization and has a zero tolerance policy for the use or possession of illegal drugs.
3. **Alcoholic Beverages:** Use of alcoholic beverages is prohibited in and on all **help2kids** facilities and grounds, other than guest quarters. Public intoxication reflects adversely on the reputation and effectiveness of **help2kids** and is therefore prohibited.
4. **Dress Code:** Volunteers are expected to choose attire that is appropriate in light of cultural expectations and standards in the Tanzanian and Malawian communities (Muslim and Christian). The outfits of the volunteers must be simple, modest and understated while performing the service. Female volunteers should not wear halter neck tops and should wear trousers or skirts that cover their knees. Male volunteers should also wear long shorts or trousers and should not at any time be bare-chested on the projects.
5. **Sexual Immorality/Harassment:** **help2kids** enforces a zero-tolerance policies regarding (i) sexual harassment (both verbal and physical) on its grounds and in all facilities, (ii) sexual relationships of any kind with local staff or children. In addition, pornography will not be tolerated in any form, including inappropriate use of the internet.
6. **Swiss Law:** Volunteers agree to Swiss law and all issues requiring the court will be judged only by Swiss courts located in Zurich, Switzerland.
7. **Police Clearance:** Volunteers will be asked to provide a police report issued from their home country in order to show clearance to work with children.
8. **Activities outside of help2kids:** Volunteers must not participate in any sort of business activity in Malawi or Tanzania, whether their own or that of another person / people. It is breaching the terms of your visa to participate in any form of paid activity and can cause issues with the immigration authorities if you do.

Other Offences Which May Lead To Termination of Volunteer Service:

- Unauthorised use of or damage to **help2kids** vehicles and other property, finances, telephones, or other communication equipment
- Theft or dishonesty
- Violation of safety rules or common safety practices
- Misuse of confidential information
- Fighting or attempting bodily harm or injury.
- Use of inappropriate attire even after several remarks from the Management team
- Not paying bills by due date

Please note: By signing this contract, you agree that the reservation of your volunteer placement is final. Any changes need to be approved by **help2kids** management. Volunteers are expected to keep to their original travel dates. Based on programme needs and planning we are unable to accommodate changes. Refunds for early termination will only be considered under special circumstances such as ill health of the volunteer or serious illness or bereavement of a relative.

GENERAL RELEASE OF LIABILITY

I, _____, being of lawful age to make this release, do hereby acknowledge that I am aware of the potential risks, hazards and dangers to which I will be exposed in the course of the activities I will be performing on behalf of **help2kids**, including transportation to and from the **help2kids** in Tanzania or Malawi (referred to as the "volunteer service").

I further acknowledge that I have volunteered to work with **help2kids** having knowledge of the potential risks and dangerous conditions involved in this volunteer service and that I further agree to assume full and complete responsibility for any and all risks involved in the volunteer service, including but not limited to, any harm, accident, injury or death which may arise by reason of the following: diseases, attack, act of terrorism, illness, accident, war of internal strife, war, famine, hurricane, flood or other act of God.

For and in consideration of being allowed by **help2kids** to participate as a volunteer and other good and valuable consideration, the receipt of which is hereby acknowledged, I have released and discharged, and by these presents do for myself, my heirs, personal

representatives, executors, administrators and assigns, unconditionally release, acquit and forever discharge **help2kids** any successor, resulting or surviving corporation, their officers, directors, trustees, agents, employees and other volunteers (collectively, the "Releases") of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses, compensations, third party actions, suits in law or in equity, including claims or suits for contribution and/or indemnity (including suits or other actions brought in a foreign jurisdiction), of whatever nature, and all consequential damage on account of, or in any way growing out of the volunteer service and including but not limited to any accident, incident or illness that may occur during the volunteer service. It is my intention that this be a complete and total release of the Releases, without any reservation of any rights, related to the volunteer service.

I further acknowledge and agree that I, as a volunteer, will serve as an independent contractor and not an employee of **help2kids**, and I do not have authority to enter into any contracts or agreements on behalf of **help2kids** or to bind it in any way. Nothing in this document or in the relationship between the parties shall be construed to create any other type of relationship between the parties. I am not eligible for coverage under any of **help2kids** insurance or employee benefit plans.

I further understand that during my volunteer service photographs or videos may be taken that include me. I give **help2kids** permission to use such photographs and videos for promotion, media and fundraising efforts.

Emergency Contact Information

Name:

Relationship:

Home Address:

Home Number:

Mobile:

ENTIRE AGREEMENT

This Agreement together with the Volunteer Service Program Description and Application, read together, constitutes the entire agreement between the undersigned parties, superseding any prior oral or written agreements.

ACKNOWLEDGEMENT AND AGREEMENT

