

RALEIGH INTERNATIONAL - PARTICIPANT CODE OF CONDUCT

1. INTRODUCTION

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 yours and the programme's aims in a positive and safe environment. 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.

Participants should read this document in conjunction with **Raleigh International's Terms and Conditions** when you apply to join our programmes. You will then sign to confirm you understand and agree to abide by the Code of Conduct. ***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, 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. 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 seven areas that we focus on are detailed 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. Non-offensive behaviour.

Throughout your involvement with Raleigh International, 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 investment from us, it is only fair to set out exactly what you can expect of us:

3.1 Before the programme, we will provide you with:

- Documentation and access to online resources to explain the programme and associated risks you may face while in your placement.
- Ongoing guidance, support, and advice from our Volunteer Journey Team.

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 International to control many of the risks inherent in each programme.
- Provide support (both resources and training) for your learning.
- Provide you with welfare support throughout.

3.3 After the programme we will:

- Enrol you, with your consent, in our Alumni network of over 45,000 volunteers and send you details of our alumni programme.
- Enrol you, with your consent, onto our Global Digital Platform (Action Not Excuses).

4. WHAT RALEIGH INTERNATIONAL EXPECTS OF YOU

4.1 Before the programme you will:

Read & understand the information and training Raleigh International 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 International, 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 International. 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 on your placement.

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

RALEIGH INTERNATIONAL BEHAVIOURS:

No alcohol - Raleigh International teams are ambassadors. It is important that participants are always able to behave appropriately, make sound judgements and control their actions to keep themselves and others safe. Therefore, consumption and ownership of alcohol during the programme is prohibited for all participants, regardless of age or position.

No illegal activities, including drug taking – the buying, selling or taking of drugs, including marijuana, is punishable. 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.

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 or staff will not be tolerated.

Do not 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 International has a strict set of Health & Safety Guidelines that inform every activity we do – these are based on over 35 years of experience running programmes and making us a leader in safety standards of British organisations working in remote areas. Everyone participating on a Raleigh International programme is expected to adhere to these guidelines.

No inappropriate relationships during Programmes – You must not develop any relationships which may put yourself or others at risk of harm, negatively affect how well the team get on as it may cause offense to others, or how the programme is seen by the wider community or partner organisations.

Sexual relationships between Staff and Volunteers or Volunteer Managers and Volunteers are prohibited and will be considered a breach of the Code of Conduct.

Safeguarding and Welfare – Raleigh International is committed to working inclusively to overcome discrimination and social exclusion, bringing people together from different backgrounds to promote and celebrate diversity. All participants who take part in projects organised by Raleigh International or who are influenced by our work should do so without the fear of any physical, sexual, or emotional harm or neglect. Raleigh International recognises that vulnerability is a complex concept, and that anybody of any age could also be in a position where they are vulnerable, particularly in an unfamiliar environment.

Participants should, always, show respect and understanding for people's rights and their safety and welfare, and should conduct themselves in a way that reflects the principles of Raleigh International and helps protect themselves and others from harm.

We have a detailed and proactive Safeguarding Policy and have appointed a Safeguarding team in the UK and in every country where we work. Safeguarding Officers act to protect people from harm, and to ensure swift, decisive action to counteract any risk of danger to an individual. All participants on a Raleigh International programme are expected to abide by this policy, which includes the requirement to act in a way which protects themselves from potential allegation, and always confidentially report any Safeguarding concerns to a member of Raleigh International staff or to safeguarding@raleighinternational.org.

Equal Opportunities – Raleigh International strives to conduct all its activities within an equal opportunities framework and is committed to taking every measure to ensure the

safety and wellbeing of all young people with whom we work regardless of gender, age, stage of development, disability, sexual orientation, religion, culture, or ethnicity. As a participant you are also expected to recognise and act in a way which is proactive towards an equal opportunity approach which never discriminates.

Photographs - Raleigh International 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.

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 drive any motorised vehicle unless specifically authorised to do so by Raleigh International.
- Not ride on any motorbikes, quadbikes, motorised scooters, mopeds or bicycles as driver or passenger
- Not use any Raleigh International computer/ device 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 full cooperation of the programme management team.

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. There is a three-step warning system.

- Verbal Warning
- Written Warning
- Removal from programme

The final decision on how we will respond to infringements of the Code of Conduct rests with Raleigh International Operational Staff. 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, our partners, and all members of surrounding 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.

Name:

Signature:

Date: