

KickStart Ghana – Summer 2016 Code of Conduct

Name: _____

1. Introduction

You will be asked to read and sign the following agreement prior to your departure to Ghana. Your signed copy will be kept on file by the KickStart Ghana team, but please keep a copy for your reference. Please note that this document is not a legally binding contract.

This programme will be a fantastic opportunity for you to be an ambassador for yourself, KickStart Ghana and your country. We look forward to working with you and hope you make the most of the opportunity.

2. Volunteer dimensions

To be able to take part in this programme with KickStart Ghana we require volunteers to display and adhere to certain dimensions. These are:

Commitment to the Programme – Throughout the pre-departure and in country phase of the programme you will need to display your commitment to working with KickStart Ghana and helping to deliver and contribute to our aims. This includes:

- Demonstrating awareness of the aims of the programme (both before and after departure)
- Attending and actively contributing to all pre departure training, in country orientation, reviews and in country activity planning sessions
- Take part in pre-departure fundraising to the minimum amount of £400 in order to contribute to the organisations aims and continued growth

Working with Others – The social skills to work with others to plan effectively for any activities undertaken with KickStart Ghana, as well as in any day to day tasks (such as in the volunteer house). This may include working with:

- Other KickStart Ghana volunteers
- KickStart Ghana staff
- Staff from partner organisations (e.g. teachers from local schools)
- Members of the local community

Sensitivity and Cultural Awareness – An open and non-judgmental approach, which respects other people's viewpoints and cultures, with good listening skills and empathy. Again, this relates to both volunteers from the UK or people from Ghana.

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

3. What You Can Expect From KickStart Ghana

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

3.1 *During the Pre-Departure Phase, we undertake to provide you with:*

- *Training courses prior to the start of the placement*
- *Guidance on Ghana and your programme*
- *Help with any fundraising ideas or materials where possible*

3.2 *During the placement we will:*

- *Provide lodging, 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 KickStart Ghana to control many of the conditions inherent to volunteering in Ghana.*
- *Provide support for your learning*
- *Provide you with welfare support throughout*

3.3 *During the Post Placement Phase we will:*

- *Provide you with a reference for future employers if necessary*
- *Provide you with information and opportunities to stay involved with KickStart Ghana*

4. What KickStart Ghana Can Expect Of You

Below we outline what we feel we can expect of you:

4.1 *Before the placement you will:*

- *Medical: Ensure that you are of appropriate health to take part and advise KickStart Ghana of any issues or conditions that may affect your ability to take part in the programme . Have all vaccinations recommended by your local travel clinic/GP, and if necessary, book a medical appointment.*
- *Safety: Make an informed decision, on the basis of the information provided by KickStart Ghana 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 raise the agreed fundraising target and deliver it to KickStart Ghana. This money is non-refundable if you are dismissed or leave the programme of your own initiative.*
- *Attend and participate fully in all pre-departure training.*
- *Not get drunk or drink irresponsibly when participating in programme activities such as trainings or fundraising activities.*

- *Pay for all costs not covered by KickStart Ghana (including, but not exclusively, international flights, insurance, vaccinations. Please ask for a comprehensive list).*

4.2 a) During the placement you will:

- *Not take part in activities that may be incompatible with the objectives of the programme.*
- *Treat everyone equally and with respect, regardless of any difference.*
- *Abide by and respect all the laws, both of the UK and of the host country. Local laws will apply and failure to adhere to these could have serious consequences, for which KickStart Ghana hold no responsibility.*
- *Follow routine administration procedures applicable in-country.*
- *Participate in supervision sessions and support offered by leaders.*
- *Recognise that you are primarily responsible for your day-to-day well-being and security, but you will accept the decisions of leaders and staff with regard to issues of safety and security. These issues include remaining within defined boundaries of Ho unless you have special permission from your Volunteer Coordinator.*
- *Live modestly, avoiding showy behaviour or display.*
- *Observe local dress code and cultural norms of your host country.*

4.2 b) During the placement you will not:

- *Get drunk or drink irresponsibly. Where appropriate, the limits of acceptable drinking may be set by the team and / or the Volunteer Coordinator*
- *Develop any relationships which may adversely affect or exclude others*
- *Sexually harass any other person*
- *Participate in any activity or work for personal monetary gain*
- *Hitch-hike during the programme*
- *Drive any motorised vehicle*
- *Ride on any motorbikes, motorised scooters or mopeds, as driver. Under certain very specific circumstances, using a motorbike/scooter as a passenger may be acceptable as part of a volunteer placement, but even then only with the prior agreement of the Volunteer Coordinator and with necessary safety equipment and training.*
- *Leave the defined boundaries of Ho unless in the case of emergency or without permission of the Volunteer Coordinator.*
- *You will not be able to take leave from the programme unless with the permission of the Volunteer Coordinator.*

4.3 During the Post Placement Phase you will:

- *Complete the KickStart Ghana online evaluation.*
- *Complete the KickStart Ghana alumni survey (usually 12 months after the in country phase finishes).*

5. Photographs

Any photography on placement will also need to comply with KickStart Ghana's photography and child protection policies. We reserve the right to use any photographic material or video that you send to any staff member during

or after the course of the programme for use 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.

6. Conclusion

The success of the programme depends on volunteers treating each other, and all members of the host community, with respect. The repercussions of inappropriate behaviour in a cross-cultural programme are often impossible for volunteers 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 have impacts on KickStart Ghana's reputation in Ho and the Volta Region. To help guard against these problems, all volunteers must conform to above code of conduct that in our experience forms the foundation for a successful programme.

7. Agreement

I have read and fully accept the above. The information I have provided to KickStart Ghana to date is, to the best of my knowledge true and accurate. In signing this agreement, I confirm my acceptance of a place on the summer 2015 KickStart Ghana programme.

Signed by Volunteer _____ Date _____