

## **Give & Surf Code of Conduct**

I understand that I am a representative of Give & Surf during this program and thus agree to abide by the Code of Conduct and to act responsibly and respectfully throughout the duration of the program. I acknowledge that Give & Surf maintains the right to suspend or terminate me from the program in the event that I violate the code of conduct or your behavior does not exemplify the values of Give & Surf.

### OUR VALUES & EXPECTATIONS:

**CULTURAL ACCEPTANCE & OPEN-MINDEDNESS** While living and volunteering in a foreign country and new culture, you will undoubtedly face many new experiences and challenges. We ask that you be open to and respect other people's ideas, beliefs, religions, and cultures, as they may be different than your own. You must also act with the utmost respect towards the people and children that we work with. As a representative of Give & Surf, you have the power to damage or improve our relationships and reputations within the various communities we work with. It is very important that you act responsibly and respectfully to insure you do not compromise this.

**ALCOHOL AND DRUG POLICY** Give & Surf participants who are of legal age (18+) and choose to drink alcohol are responsible for their actions at all times. At the beginning of a Give & Surf excursion or any program-related activity, participants who are perceived to be under the influence of alcohol or drugs or demonstrate disruptive or inappropriate behavior will not be allowed to continue on the current activity or future activities and will not receive a refund or credit of any kind. Give & Surf participants are not allowed to buy, sell, use, or possess illegal drugs. "Illegal drugs" refers to drugs that are prohibited by law in the program's host country. I understand that the risk of accident and injury abroad is increased by the use and abuse of alcohol or drugs.

**ILLEGAL ACTIVITY** While abroad, participants are subject to the foreign country's laws and regulations, which may differ significantly from those of the United States and may not afford the protections available under U.S. laws. As a volunteer, you agree to obey the local laws and regulations and understand that Give & Surf assumes no responsibility in assisting me in legal matters under any circumstances.

**PERSONAL SAFETY** Give & Surf wants to protect the safety of our volunteers to the greatest extent possible. While Bocas del Toro is generally a safe region, please remember that you are in a developing country and take precautions to protect yourself. As a volunteer, we ask that you use the buddy system at all times and never venture out alone, particularly when hiking, swimming, surfing or going out at night. If you are the victim of a crime while you are volunteering with Give & Surf it is important that you contact local law enforcement and Give & Surf staff immediately for assistance. A Give & Surf staff person will accompany you to help file a claim with the local law enforcement or to the hospital if needed.

**CHILD PROTECTION POLICY** Give & Surf is focused on educating and empowering children and communities, thus the safety and protection of our participants while in our programs is imperative. We take seriously our responsibility to promote child safe practices and protect children from harm, abuse, neglect, and exploitation in any form. As a volunteer, you agree to abide by our Child Protection Policy and our Social Media Policy (which can be found in the Volunteer Reference Handbook).

**HARASSMENT-FREE ENVIRONMENT** Give & Surf will not tolerate any form of harassment or misconduct towards anyone while you are in Panama; this includes children, community members, fellow volunteers, staff, and any others that you interact with. Any violation of this rule can result in expulsion from the program and the proper authorities may be notified. If you believe you are a victim of harassment or misconduct please notify a Give & Surf staff person and we will help you to the best of our abilities.

**PROHIBITED BEHAVIOR** Give & Surf volunteers are prohibited from the following: Violation of the alcohol and drug policy; Criminal behavior or violation of local laws; Violation of housing rules and guidelines; Excessive absences; Behavior that is detrimental to your health, welfare, or safety or of others; Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, association with criminals, repeated intoxication; Sexual harassment or misconduct; Disruptive behavior; Disorderly, indecent, or obscene conduct, gestures, or actions; Abusive or threatening language towards Give & Surf staff, volunteers, or towards the people we work with; Violent or threatening behavior against others; Unauthorized or illegal possession or use of a firearm or other dangerous weapon; Theft or vandalism; Participation in strikes, demonstrations, or other political gatherings; Property damage to Give & Surf facilities.

**VOLUNTEER EXPECTATIONS** Give & Surf Volunteers are expected to volunteer a minimum of 20 hours per week. As a volunteer, we ask that you be a team player; this includes helping to maintain the volunteer house, being flexible and patient, being on time, and working collaboratively with others. Volunteers are expected to wear appropriate clothing. Volunteers are encouraged to be vocal about their physical and emotional well-being so that Give & Surf staff can try to accommodate their needs and deliver the best possible experience.

**DISCIPLINARY ACTIONS** Any volunteer who violates or is alleged of violating the Code of Conduct will be reported to the Executive Director and/or President. The Executive Director and/or President will review the allegations and gather any necessary information and will then determine the consequence. In the case of serious misconduct, the volunteer may be dismissed immediately from the program without refund. Give and Surf at its sole discretion will determine what action, if any, to take for violation of the Code of Conduct.

BY SIGNING BELOW I CERTIFY THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND THE CODE OF CONDUCT AND GUIDELINES ABOVE, AND AGREE TO ABIDE BY THEM. I UNDERSTAND NON-COMPLIANCE WITH ANY OF THE AFOREMENTIONED POLICIES MAY RESULT IN DISMISSAL FROM GIVE AND SURF WITHOUT REFUND OR REIMBURSEMENT.

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Signature

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Printed Name

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Date