

NEW HOPE CAMBODIA (NHC)



VOLUNTEER CODE OF CONDUCT

Khmer Culture

Whilst interacting with Khmer nationals through NHC's program activities I will:

- At all times have respect for and uphold the culture and values of the Cambodian people.
- At all times maintain respect and compliance for Cambodian government laws and regulations.
- Recognise that culturally Cambodian dress is very conservative so I will respect this and will ensure that at all times my dress is in accordance with our Dress Code as outlined in our Volunteer Handbook at both NHC and in the villages.

Child Protection

During contact with children through NHC's program activities I will abide by NHC's Child Protection Policy.

Discrimination and responsible behaviour

As a volunteer at NHC I understand that:

- Discrimination and/or physical violence between volunteers is unacceptable.
- That wrong, false or misleading information must not be given at any time.
- Volunteers must exhibit a high level of integrity, honesty and self-discipline at all times.
- Any additional activities with children, families or communities must be first approved by management and be in accordance with the requirements of NHC's Child Protection Policy.
- A commitment to my chosen work hours must be given. If I need time off or would like to travel, I will give as much notice as possible to my department manager and the Volunteer Coordinator so that they can find a replacement.
- I will check with management before inviting friends or visitors to NHC.
- I will not sell or use prohibited drugs within the vicinity of NHC.
- I will not smoke in the vicinity of the NHC.
- I will not attend NHC whilst under the influence of alcohol and will not consume alcohol at NHC whilst children are present.
- Conducting business of any kind for self-gain in the vicinity of NHC is prohibited

Donations

In regards to offering money donations to staff members at NHC I understand that:

- All donations to NHC must be made either through its website or presented to NHC's Accounts Department which will issue you with a receipt.
- NHC staff are not allowed to accept any money from volunteers.

Systems on the ground

Whilst offering my voluntary services at NHC I understand that:

- All volunteers must operate within existing operational/organisational systems currently in place.
- Any positive suggestions to improve current systems are appreciated and can be directed to the Managing Director.

- Systems must not be changed without prior approval from management.
- No extra-curricular activities are to be carried out within the organisation without prior consent from management.
- Volunteers must respect the Khmer customary lunch and rest break from 11.00am to 2.00pm weekdays and no personal or work demands are to be placed on Khmer staff during this time.
- I cannot request Khmer staff to be my ‘personal’ tour guide during their time off.
- Care and correct use of NHC’s property is required at all times.

(Tear off here and return to the Volunteer Department)

Volunteer Declaration

I, _____, a volunteer with NHC, declare that I have read its Child Protection Policy and its Code of Conduct and will, whilst supporting NHC’s program activities, comply with these documents.

I accept that any non-compliance with either document may result in my termination as a volunteer at NHC.

_____	___/___/___	
Signature	Date	