



## Sri Lanka Volunteer & Travel Program

# SLVP Volunteer Code of Conduct

This code of conduct sets out the standards of behavior that is expected of SLVP volunteers, not only by SLVP as a volunteer placement organisation, but also by the Project Coordinators, the homestay families and providers of accommodation and, most importantly, the projects that we work with.

This code is separated into three sections:

- General
- At the project
- Accommodation

SLVP is fully committed to responsible volunteer travel and sustainable tourism. The code of conduct is designed to help you achieve the most out of your placement in a safe manner. It also ensures that the organizations and people we work with are treated with respect and that consideration is given to other cultural aspects during your placement.

Please note that breaches of the code of conduct may result in your placement being terminated without compensation.

### General

You must:

- Listen to, and follow the advice or requests of your Project Coordinator
- Understand that you are a representative of not only SLVP but also your country of origin and act accordingly
- Realise SLVP has a zero tolerance policy towards the possession and use of illegal substances. If you are found in possession of, or are under the influence of such substances, you will have your placement contract terminated immediately.
- Respect, and seek to understand, the culture of the country you are placed in. This involves being tolerant to varying approaches of the local people (your coordinator can explain the cultural norms and advise you.)
- Follow your project rules; respect your family and local community regarding consumption of alcohol
- Be aware of potentially different attitudes towards sexual relationships in the country which you are volunteering and understand the effect that any such relationship may have on individuals and the local community
- Treat all people with respect and dignity
- Dress appropriately at all times with regard to the culture you are living in
- Not engage in political demonstrations or illegal activities
- Understand that the project and accommodation booked and provide is non-changeable without the proper approval of both the project Coordinators and in-Country Coordinator
- Keep your Project Coordinator informed of your plans about trips and weekends
- Consult your Project Coordinator outside normal working hours only for an emergency

## At the project

You must:

- Endeavour to maintain a positive mental attitude throughout your placement
- Act as a conscientious member of the project team. You are relied on as a dedicated member of staff
- Abide by all the rules of the project at which you are working and respect them as any other member of staff
- Not accept payment of any kind for the work that you are doing (apart from on Earning Ventures)
- Work hard to achieve not only your own personal goals but also those of the project and the people and / or organisation that you are helping
- Listen to, and follow, the instructions of your supervisor / contact at the project in addition to those of your In-Country Coordinator
- Inform your supervisor / contact at the project if you are at any time unable to fulfil the duties to which you have committed
- You must treat with care all of the materials that you use during your placement

## Accommodation

You must:

- Respect local custom and abide by the rules of the accommodation in which you are staying
- Check with either the homestay family or owner of accommodation before inviting anybody to your room
- Be aware that overnight visitors are not allowed
- Respect the accommodation you are using and pay for any damage you may cause to the property
- Keep your room clean and tidy.
- Not smoke in your accommodation unless the Coordinator/owner allows.
- Stay at the accommodation allocated to you. You are not allowed to make your own accommodation arrangement for security reasons
- Settle any outstanding bills before leaving the accommodation
- Pay for your food/accommodation as soon as you arrive in country (if it is applicable)
- Be aware that there will be no refunds for food/accommodation if you decide to go on trips or leave early

*I hereby agree to the terms and conditions set forth above in this SLVP Volunteer Code of Conduct.*

**Name of the Volunteer:**

**Project Coordinator:**

**Project:**

**Project Period: From-**

**To-**

**Signature (Volunteer):**

**Date:**

**Signature (Coordinator):**

**Date:**