

**It is imperative that you read and understand our Code of Conduct policy prior to joining us in Guatemala.**

**Infractions will result in you being sent home at your own expense.**

#### **PERSONAL RESPONSIBILITY**

- Be dependable, recognizing the commitment and responsibility to my volunteer assignment with Madre Y Nino.
- Accept assignments consistent with the needs of Madre Y Nino in their work serving others.
- Accept assignments with an open mind and willingness to learn.
- Accept feedback from my supervisor in order to do the best job possible.
- Address ethical concerns by speaking directly with the supervisor, in the defined chain of command.

#### **RESPECT**

- Comply with requests from supervisor.
- Treat all individuals with a sense of dignity, respect and worth.
- Make a personal commitment to be non-judgmental about cultural differences, living conditions and lifestyles of each person with whom I work.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.
- Abstain from the use of photo, audio or video recording equipment unless authorized.
- Respect all confidential information.
- Not proselytize or pressure anyone to accept my political, cultural or religious beliefs.
- Respect and use all equipment appropriately and as required for my assignment.
- Not use, possess or be under the influence of alcohol or illegal drugs at any time for the duration of the trip (both on and off the campus). If you drink alcohol in Antigua, do not wear your Madre Y Nino shirt.
- Wear required identification and appropriate clothing – culturally appropriate, with no objectionable or offensive material displayed. No short shorts.
- Follow safe workplace practices, including participation in applicable orientation sessions, using appropriate personal safety equipment and reporting incidents, injuries and unsafe situations.

- Report suspicious activities to my supervisor.
- Recognize that I have a responsibility to adhere to the rules and procedures of Madre Y Nino.
- Refrain from any conduct which would be detrimental to the reputation of Madre Y Nino and its relationships with individuals, governmental agencies and private institutions.
- **Agree that my failure to satisfactorily perform my volunteer assignment may cause me to be subject to dismissal. If serving in a foreign country, my dismissal will result in my being sent home at my own expense.**