

# Volunteer Agreement

## Rock-Paper-Scissors Children's Fund (RPS) Volunteer Conduct Guidelines Agreement

### 1. PERSONAL CONDUCT

All volunteers are required to conduct themselves personally and professionally in a manner that is fitting and appropriate as volunteers with Rock-Paper-Scissors Children's Fund. Each volunteer shall treat non-profit staff, students and recipients of RPS donations and programs, visitors, and other volunteers with courtesy, respect, and consideration.

#### **The following policies apply to all volunteers:**

### 1. SUBSTANCE USE

Volunteers under the age of 21 will refrain from the use of recreational drugs and alcohol on volunteer time, at any event while in Vietnam, and with Vietnamese staff and/or students.

### 2. SEXUAL ACTIVITY

Student volunteers will not engage in any sexual activity while volunteering for Rock-Paper-Scissors Children's Fund and especially with any beneficiary of any RPS program. Sexual activity between volunteers, staff or RPS Vietnamese students is forbidden.

Any unwelcome sexual advance, or other verbal or physical conduct of a sexual nature, constitutes sexual harassment and is expressly forbidden. Such conduct has the purpose of substantially interfering with an individual's volunteer performance, by creating an intimidating, hostile, and offensive work environment.

### 3. DRESS CODE

While fashion has become very westernized now in Vietnam, as volunteers and visitors to the country, especially working in rural areas, we try to dress as respectfully as possible, without wearing clothes that are too hot!

For visiting temples and sacred places and any ceremony that you attend, such as our bike givings, you must wear clothing that covers your shoulders and most of your legs, both men and women. For temples, women must wear pants, but can wear a respectable dress or capris at bike givings.

- Bike riding, women must wear capris.
- No low cut or spaghetti strap tanks can be worn at bike givings or camps, or art classes at our school. These cannot be worn at any ceremonies.
- All girls and women must wear bras at all times, especially going out in public.

- No very short shorts are allowed when you are working or going to the market. They don't have to be to your knees, just not so short that they are very revealing.

## 2. CHECK IN AND CHECK RULES

All volunteers should be aware that although we have government permission to stay and work in Khanh Hoa, this does not give us permission to travel anywhere in the countryside without Vietnamese permission. Individuals have been stopped and detained by local police and officials in the past.

- Volunteers under the age of 18 are not allowed to walk or travel around the countryside alone, and when walking or running in the countryside or to the local market, bank or shop in Cam Duc, there must always be two people traveling together, and they must have checked in and taken an RPS cell phone with them in case of emergency.
- All volunteers and adults must check in and out before leaving hotel alone or in a group, unless walking to the school for classes. We suggest taking an RPS cell phone for emergencies.
- All volunteers under the age of 18 must carry an RPS cell phone with them when going outside of the hotel grounds as well as check out. This is suggested for those over 18 as well.
- All volunteers must carry a copy of their passport and visa with them at all times, along with the address of the hotel.

Volunteer Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signatures if under 18:

Parent 1: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2: \_\_\_\_\_ Date: \_\_\_\_\_