



Iko Poran: Code of Conduct

This code of conduct sets forth the standards of behaviour that are expected of Iko Poran volunteers, not only by Iko Poran, but also its partners and also by the local staff, accommodation management, and most importantly, the local projects we work with.

This Code of Conduct is separated into three sections:

- **Project Code of Conduct**
- **Accommodation Code of Conduct**
- **General Code of Conduct**

Iko Poran and its partners are fully committed to responsible volunteer travel and sustainable tourism. This Code of Conduct is designed to help you achieve the most out of your time abroad while doing it in a safe and responsible 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.

Project Code of Conduct

You must:

- Endeavour to maintain a positive attitude throughout your placement.
- Act as a conscientious member of the project team. You are relied upon as a dedicated member of staff.
- Abide by all rules of the project at which you are working and respect its team as any other member of staff.
- Not accept payment of any kind for the work that you are doing.
- Work hard to achieve not only your own personal goals but also those of the project and the people and/or organization that you are helping.
- Listen to, and follow the instructions of your supervisor/contact at the project and the people and/or organization you are helping.
- 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 Code of Conduct

You must:

- Respect local customs and abide by the rules of the accommodation in which you are staying.

- Be aware if visitors are permitted, and do not invite anyone back to the accommodation and/or your room for security purposes.
- Respect the accommodation you are using and pay for any damage you may cause to the property.
- Keep your room/area clean and tidy.
- Do not smoke inside the accommodation.
- Stay at the accommodation allocated to you. You are not allowed to make your own accommodation arrangements for safety and security reasons unless discussed with local program coordinator.
- Settle any outstanding bills before departing from accommodation.
- Pay for any extra nights you stay (prior to night before orientation) directly to local staff at or before orientation.
- Be aware that there are no refunds for breakfast/accommodation if you decide to go on a trip to another destination, or leave early.

General Code of Conduct

You must:

- Listen to, and follow the advice or requests of your in country staff.
- Understand that you are a representative of not only Iko Poran and its partners, but also your country of origin, your family and of course, yourself, and therefore should act accordingly.
- Realize Iko Poran and its partners have 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 local culture. This involves being tolerant to varying approaches of the local people (your coordinator can explain the cultural norms and advise you on these).
- Follow your project rules; respect your family and local community regarding consumption of alcohol.
- Be aware of potentially different attitudes towards sexual relationships 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 activities or illegal activities.
- Understand that the project and accommodation booked and provided is non-changeable in country without the prior approval of the head local coordinator.
- Keep local staff informed of your plans about trips and weekends.