



Volunteer Agreement & Code of Conduct for One Happy Family

1. Respect the equal worth and dignity of every individual without distinction. Promote fundamental human rights without discrimination irrespective of race, ethnicity, religion, age, sexual orientation or gender. Commit to behaving in ways that respect and support the diverse range of cultures, customs, and traditions present at the community center.
2. Never commit any act or form of harassment or abuse that could result in physical, sexual or psychological harm. This includes abusive language, verbal, physical or sexual harassment and actual or threatened violence. Failure to comply could lead to various consequences, including dismissal from the project.
3. Establish and maintain safe environments by preserving appropriate boundaries with children, youth and adults.
 - a. Do not hug, pick up, kiss, lap-hold or cuddle children. Always seek permission and advice from parents for any action regarding their child.
 - b. Romantic and/or intimate relationships with beneficiaries (for example community volunteers and visitors) are not allowed and may result in dismissal from the project.
 - c. If your personal relations towards anyone of your team have a negative impact on the atmosphere, personal well-being of individuals or reputation of the organization, you will be asked to leave the project.
 - d. Do not show favor to any of the other volunteers, staff members or beneficiaries at any time. Contribute to a balanced and well-intentioned environment at the community center equally for everyone.
4. Never exploit the vulnerability of any target group or put any person/s in a compromising situation.
5. Never abuse your position or withhold humanitarian assistance, nor give preferential treatment. Never abuse the power and influence that you have by virtue of your emotional or financial position, over the lives and wellbeing of others.
6. Private donations to any particular individual and/or group are not allowed. Any exception requires explicit prior consent from the Coordination Team. Also, do not bring and/or distribute presents, food, sweets, business cards for self-promotion, religious items etc. to any individual.
7. Interactions with beneficiaries and other staff members who live in a camp or other government-provided facility or are in the asylum-seeking process should happen at One Happy Family Community Center. Actions and interactions outside the community center should only happen in public places; exceptions must be cleared up with the coordination team of OHF. Failure to comply could lead to various consequences, including dismissal from the project.
8. Unless there is a work-related reason approved beforehand by the Coordination Team, visiting RIC, or any other government-provided facility or squats (abandoned houses) is prohibited. Failure to comply could lead to various consequences, including dismissal from the project.
9. Never take photographs of children. Only take photographs of adults with their consent, and use them for social media or general media only after obtaining written and signed release forms. (Social media includes your personal Instagram, WhatsApp and Facebook among others)

10. If you are concerned about the well-being of an individual, notify the safeguarding officers or the coordination team immediately. Do not take it upon yourself to question or disclose your concerns to any individual.
11. Never consume alcohol or drugs at the community center.
12. Alcohol may be drunk on evenings and days off. Nevertheless, it is extremely important that you are aware of your own alcohol limits and that you do not breach them. OHF volunteers are representatives of the organization at all times on the island. Getting drunk with beneficiaries of the project is highly inappropriate. Any possible action that could bring a beneficiary or a vulnerable person, including community volunteers, into a compromising or dangerous situation because of you, for example, but not limited to, using drugs or getting drunk with them, will not be tolerated and could lead to various consequences, including dismissal from the project.
13. Dress in a way appropriate to our work environment. Wear at least knee-length clothes and cover your shoulders.
14. Do not give any medication or any medical advice to beneficiaries, including community volunteers.
15. Do not give any legal advice to beneficiaries, including community volunteers.
16. Uphold and observe Greek, European and international laws.
17. The responsibility for insurance of all kinds lies with the volunteers.
18. In case of inconvenience, dilemma, sickness or crisis arises during the period of volunteering, the volunteer is strongly recommended and more than welcome to talk and consult with the appropriate responsible person, e.g. volunteer coordinator, coordination team, safeguarding officer.
19. Note that the One Happy Family coordination team has the right to suspend or release you as a volunteer and as a visitor at any time from OHF for, but not limited to, the above-mentioned reasons and in case of any inappropriate behavior, not following guidelines, recommendations and code of conduct, violence, aggression or racism towards other volunteers, the local community, community volunteers, visitors, other organizations, partners or representatives.

I have read, and I understand the Code of Conduct as well as the Safeguarding and Whistleblowing policies of the One Happy Family Community Center. I agree to abide by the rules described above and understand that if I fail to comply with any of these rules, I may be expelled from the organization. I declare that I do not receive any salary as I am helping on a voluntary basis.

-- This volunteer agreement is valid for three months and will need to be renewed in case of continued volunteering. --

Name/ Surname

Signature

Place & Date