

Code of Conduct for Volunteers

(Appendix to the Employment Contract or Consulting Agreement)

1. Humanitarian Charter

Polish Medical Mission – registered association constitutes the compliance with the ‘Humanitarian Charter in Disaster Response’ as the basic principle for its volunteers.

By signing this document, a volunteer, referred to as “Volunteer” in the following, commits himself to refrain from any activity during his deployment which detracts from the integrity of Polish Medical Mission. This obligation includes not only the hours of work but also the private life of Volunteer in its entirety during deployment in a project country.

In particular, it implies

- that the laws of the project country are abided by,
- that contact persons and persons receiving or looking for assistance are treated with constant respect and discretion,
- that all statements made concerning the contents of or reasons for assistance are in line with the accepted consensus within Polish Medical Mission, and
- that Volunteer refrains from expressing possibly dissenting opinions and comments regarding the contents of or reasons for assistance.

2. Compliance with Minimum Standards

Working in a project country requires the adoption to the cultural situation of the host country and the observance of cultural sensitivities.

While the above-mentioned is explicitly desired, Volunteer needs to be aware of the fact that, thereby, internationally recognized standards must not be compromised in any way.

In particular and without restrictions this applies to the compliance with human rights as well as with security standards. If habits typical of the host country suggest the use of lower standards, the behaviour of Volunteer must thereby not be unfavourably affected.

The latter especially applies to the behaviour towards persons who may perceive themselves somehow dependent on Volunteer as a result of their situation or position, but also to driving behaviour, for example. Volunteer should also act as a role model for local employees with regard to such standards.

3. Standards of Coordination and Security

Volunteer is obliged to integrate himself into the coordination agreements with other organizations. As a general rule, UN Organization (e.g. OCHA, UNHCR or UNICEF) assumes a special role in the coordination of all measures of complex emergency or reconstruction assistance.

Volunteer commits himself to ensure the unproblematic integration into the effective coordination network, i.e. to make details about residence, office address etc. known to the respective organizations. Volunteer obligates himself to comply with the standards regarding the handling of security risks specified by these organizations.

If special security guidelines like state-imposed curfews or recommendations concerning the behaviour with respect to mobility or personal security apply, Volunteer is obligated to not only comply with these guidelines himself, but to also instruct and urge his employees to comply with them.

Effective standards of, for instance, communication using VHF radios or restrictions concerning video and audio recordings are to be strictly observed.

As soon as possible after arriving in the project country, Volunteer bears the responsibility of familiarizing himself with the possibilities of preventing exceptional circumstances as well as with the appropriate behaviour in exceptional circumstances; these are, for example, theft, robbery or hold-up,

assault and verbal discrimination, force of arms, including the required reporting to Polish Medical Mission.

4. Handling of Gifts

Volunteer acts as the representative and on behalf of the organization Polish Medical Mission. The assistance of Polish Medical Mission is carried out on the basis of the organization's principles. The acceptance of services in return by Volunteer is, regardless of their nature, strictly prohibited.

Gifts that are presented by persons closely associated with Volunteer (e.g. colleagues of the same or other organizations) and at an explicitly personal occasion are exempt from this regulation.

If the acceptance of a gift cannot be avoided in the exercise of Volunteer's duties without affronting the donator, the gift has to be accepted in such a manner as to make clear that Volunteer does not treat the gift as personal property. The assessment of such a situation is incumbent on Volunteer and should be based on a careful consideration of the circumstances.

Gift from persons or organizations with whom Volunteer upholds business relations on behalf of Polish Medical Mission are in all cases inappropriate and must be refused.

5. Representation of Polish Medical Mission

Volunteer ensures that statements made to official contacts and the public exclusively represent the concerns and interests of Polish Medical Mission (and, if involved in the project, partnerships of convenience or other participating organizations).

6. Conduct towards other Organizations operating on-site

Volunteer is neither authorized to issue instructions to other organizations working on-site nor to issue statements or comments to donors or the media on behalf of a single other organization (e.g. in coordination committees).

7. Severe Violations

In case of an especially severe violation of the Code of Conduct, Polish Medical Mission is entitled to order Volunteer to immediately leave the project country.

An especially severe violation is declared by the board of directors or the executive committee if the incidents are so serious that damage would be inflicted upon Polish Medical Mission if Volunteer were to further stay on-site. This applies particularly to violations of items 1 to 4 and may include the absorption of costs and the liability of incurred damages, respectively.

8. Declaration

As the signatory, I hereby acknowledge the Code of Conduct as a part of my volunteer agreement with Polish Medical Mission.

Place, Date

Signature