



Our EXPECTATIONS *of You*

You will need to remain flexible, understandable and good-humoured. "Africa time" can be difficult and frustrating for those who are used to a very structured life, so it is something to keep in mind! Once you arrive in Africa, your care is the responsibility of African Impact and our trained team.

African Impact projects rely on networks of people, and those networks are held together by good relationships. If a case should arise in which our staff feels that volunteers or interns have repeatedly behaved in ways that contradict the basic spirit of this agreement, we reserve the right to remove you from the project.

UPHOLDING THE NAME OF AFRICAN IMPACT & ITS PARTNER ORGANIZATIONS

We ask that you do not bring yourself or African Impact into disrepute nor involve any other employee, volunteer, or intern in any behaviour that might amount to disrepute. If your behaviour is found to be detrimental to the project that you are involved with, you may be asked to leave immediately without compensation.

DRUGS

If you use or even come into contact with drugs, drug users, drug pushers, or anyone remotely connected with drugs, illegal or otherwise, other than for medical reasons, your placement will be terminated immediately. If you are taking drugs for medical reasons and have not informed us of your medical condition, the same rules and conditions apply.

CHILD PROTECTION

Our policy and guidelines are there to help volunteers, interns, and staff be clear on our role in safeguarding children (anyone under the age of 18). It's important to be aware of what good practice is and who to talk to if you have any concerns. You will get more information when you start your placement. Any evidence of poor practice towards children will be acted on immediately and the relevant steps taken based on our policy and code of conduct.

DISCRIMINATION ON ANY GROUNDS

If you see, hear, or encounter any discrimination of any kind, do not challenge that person or intervene. If you feel that you need to express your views, please tell your Base or Volunteer Manager, and they will take the necessary actions. African Impact is strongly against any form of discrimination, and any information given to us is taken very seriously.

RELATIONSHIPS

Whilst on your placement, we do NOT encourage any sexual relations. In addition, the project neither allows nor encourages volunteers and interns to develop intimate personal relationships with general staff and partners. This would not promote a good working environment and could result in the dismissal of the staff member and your termination from the project.



AFRICANIMPACT

CODE OF CONDUCT

MINOR OFFENCES	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
General bad conduct	Verbal Warning	Written Warning	Termination
Poor punctuality	Verbal Warning	Written Warning	Termination
Laziness	Verbal Warning	Written Warning	Termination
Failure to follow instructions from Project Coordinator	Verbal Warning	Written Warning	Termination
Minor breach of safety rules	Verbal Warning	Written Warning	Termination
Minor damage or misuse of company property	Verbal Warning	Written Warning	Termination
Failure to attend an activity without just reason	Written Warning	Termination	
Being rude, unfriendly or disrespecting local customs	Written Warning	Termination	
Discrimination in any form	Written Warning	Termination	
Breach of our Child Protection Policy	Written Warning	Termination	
Not upholding the reputable name of African Impact and its Partners	Written Warning	Termination	
Disrespecting or potentially harming any animals (domestic or wild)	Written Warning	Termination	

SERIOUS OFFENCES	1ST OFFENCE
Theft	Termination
Drinking during the week or bringing alcohol into the accommodation	Termination
Malicious damage to company property	Termination
Assault	Termination
Negligent performance of duties with serious consequences to property or life	Termination
Serious breach of the safety rules (especially at night)	Termination
Under the influence of illegal substances	Termination
Major breach of our Child Protection Policy	Termination
Relationship between staff and participant	Termination