

Annex 2 for Volunteering agreement

VOLUNTEER CODE OF CONDUCT

In the interest of creating an environment that is safe and enjoyable for all volunteers and participants, the following discipline policy has been established and will remain in effect at all times during the ESC project's activities.

I, the undersigned, hereby declare that I have read, understood and accept the above mentioned the provisions of the Volunteer code of conduct, as follows:

All the activities of the project must be conducted in a professional manner and in accordance with this code and legal provisions in force.

1. Volunteers should acknowledge that the participation in the ESC project is a privilege, not a right, that all involved in this project aim at the same objectives and that together we all need to find the ways and resources to reach those objectives.

2. **Abuses, threats, intimidation or physical or verbal harassment** will not be tolerated at any time. We refer here to the relationship volunteer-volunteer, volunteer-target group and participants to the activities, volunteer-members of the local community, volunteer-project team.

3. All volunteers are expected to **attend all scheduled activities, to arrive in time and stay for the entire session/activity/event. In case we will find out that the volunteer will miss the activity without announcing, he/she will lose one free day. In case of repeated behavior, making difficult to reach of project's objectives, the volunteer will be asked to terminate the stage. The volunteer is obliged to announce the facilitator or the volunteers' coordinator, in case that he/she cannot participate to activities one day before. The same rule is valid for other activities organized by ANDCTR.**

4. Any behaviour or activities outside the project that affects the volunteer's work performance is not acceptable. The volunteer will be firstly formally notified and if the problems continue he/she will be asked to early terminate the stage.

5. The volunteers agree to treat everyone with respect at all times and he/she will not be allowed to degrade anyone involved in the activities. We refer here to the relationship volunteer-volunteer, volunteer-target group and participants to the activities, volunteer-members of the local community, volunteer-project team.

6. **Lying, cheating, or stealing** will not be tolerated at any time. In case the volunteer is caught lying, cheating or stealing inside or outside the accommodation place and inside the places he/she develops the activities the case will be transmitted to the local competent authorities and the volunteer will cover the expenses for the damage caused. In case it is a repetitive or very serious situation, the volunteer will be obliged to terminate the stage and return home.

7. Volunteers shall not use, possess or be under the influence of alcohol within the Youth House or during any activity. In case this will occur, the situation will be evaluated and according to its degree of severity measure will be taken from formal notification to terminating the stage.

8. **Using or possessing any forbidden substances** during the stay inside the project is strictly prohibited. In case this will occur, the situation will be evaluated and the volunteer can be asked to terminate the stage.

9. **Using or possessing any weapons** during your stay inside the project is strictly prohibited. In case this will occur, the situation will be evaluated and the volunteer can be asked to terminate the stage.

10. Volunteers will conduct themselves in the spirit of Human Rights and they will provide positive role models for all youth. Volunteers must treat the other volunteers or young people of all ages, genders, religions, and cultures with respect and consideration.

11. Volunteers should not conduct any activity that can harm the image of European Solidarity Corps, ANDCTR, Romania, or any other country or the partner institutions or organizations involved in the project.

12. When there is a divergence of views (conflicts between two or more volunteers), in order not to degenerate into a conflict situation, it is mandatory that those involved **show maturity, honesty, openly discuss, analyse problems in order to determine the causes and find together a way to solve it**. If a friendly, mutually agreed, solution cannot be found or want an objective opinion on that issue, those involved should address to the project team.

13. It is good for any problem arising in relations between the volunteers to be analysed and resolved calmly and seriously, in order to prevent tense situations during the activities.

14. Volunteers and other team members should agree on a division of the tasks related to the maintenance of the office, apartments or any other common places and follow the agreement throughout the project. In case that we will observe that the apartment or the common spaces are not clean the volunteers will be firstly formally notified and the measures could be a free day cut off or covering the costs for the cleaning staff.

15. Volunteers should be aware of noise levels in apartments and other common places, especially later in the evenings and nights. In case that we will receive complaints regarding the noise from the apartment the volunteer will be first formally notified. In case this happens again he/she will be sanctioned and, in the end, if the situation does not change, the volunteer will be asked to leave the project. **It is strictly forbidden that foreign persons to be accommodated in the apartment, without ANDCTR permission**. In case the volunteer breaks this rule he/she will cover the cost of one day accommodation at the market price and the utilities spent on the “visitor”. If the participant receives ANDCTR permission to accommodate a foreign person in the apartment, that person should respect the same rules as the participants..

16. If any of the volunteer witnesses a violation (or possible violation) of the Code of Conduct, he/she should fill in the incident report (Annex 6 for the Volunteering agreement) and according of the situation and risk, he/she should contact a member of the project team or the permanent staff in the Youth House, as soon as possible.

17. APARTMENT CLEANING RULES

- All volunteers living in the apartment are responsible for maintaining it as received at arrival
- Any damages produces from the fault of volunteers in the apartment will be at sole responsibility of the volunteers from that apartment to be paid / replaced

- The owner / association will replace only the things that are considered not the fault of usage incorrectly of the volunteers
- No guests are allowed, if guests are accommodated in the apartment all volunteers living there will be responsible for the damages produced
- Once per month the mentor and/or staff of the organization will come to verify the cleaning of the apartment. If not considered at the correct standard a cleaning company will be asked to come and clean, the cost of this cleaning will be taken from the monthly allowance of the volunteers living in that apartment. Only the spaces that are not considered up to the standard will be cleaned.

Main aspects to be checked, without being considered as only aspects, are: bathrooms, kitchen (including the kitchen cabinets and refrigerator), flooring, rooms tidiness, garbage disposal etc.

- Any volunteer living in an apartment it is obliged to announce the association via e-mail in case of any observance of breakage of the rules, otherwise he will not be exempt of the penalties
- The apartment need to be given back to the association at the departure of the volunteers in the same condition at arrival, including general cleaning, if not all amounts need it to put the apartment in the initial state will be covered by the volunteers

18. UTILITIES OF APARTMENT

Due to the increasing of the utilities prices and past experience with neglect for the budget and for the environment, we consider that it is necessary for the better usage of EU money to install a limit per utilities:

- Electricity: Not to overpass kWh/month
- Heating / Gas: Not to overpassmc/month
- Water usage: Not more then L/month

Recommendations:

- During winter a maximum of 20 degrees is more then sufficient in the apartment.
- When having the windows open close the heating in the apartment
- Do not let the water running when not in usage
- Try to wash clothes only when the washing machine is full and on low consuming programs
- Turn off the light in a room where it is not need it

This we hope will help everybody to be more aware of the environment and the usage of the resources.

If, for any reason, a volunteer will not follow the above stated rules, the following steps can be taken, unless the severity of the offense requires further disciplinary actions:

1. Verbal or written warning addressed to the one responsible for light violations;
2. Termination of the volunteer stage for the responsible in case of repeated or severe violations.

Date

Name, surname and signature