

## Code of Practice for Partner Organisations

The Ethical Volunteer (TEV) promotes organisations that have been established and are managed by local community members. Organisations should carry out activities that are addressing the most pressing needs of the community and TEV supports projects that, while they welcome international volunteers, do not *rely* on volunteers for the success of day to day activities or future development. Volunteers should be an asset, not a necessity.

TEV requires that the projects it supports agree to a certain set of criteria to ensure the benefits to the host community, volunteer and the organisation itself are maximized. These criteria are listed below and require that organisations:

1. Must be host community driven and therefore must be managed by local community members.
2. Encourage, where possible, the participation of local volunteers.
3. Have policies in place to promote the future sustainability of their activities. Organisations should NOT rely on the resources of international volunteers for current and future development.
4. Provide appropriate and useful roles for volunteers. These roles should not replace the potential for local employment, the volunteer should assist organisation staff in their work; they should not replace staff. TEV encourages organisations to develop their own set of skill/time requirements for volunteers in order to maximise the benefit to the organisation of the volunteer. Volunteer requirements can vary from general requirements (e.g. knowledge of the local language and a minimum commitment of three months) to specific (e.g. organisations may specify that only those with experience in micro-enterprise development or IT skills need apply).
5. Agree to engage with the volunteer prior to their arrival in order to assess the volunteer's suitability for the role and to assist the volunteer with their preparations.
6. Provide support for volunteers during their placement, including orientation and assistance with their role as volunteer.
7. Take appropriate measures to ensure the health and safety of the volunteer.
8. Be realistic: the ability of a volunteer to add to the activities and development of a project, even those with specific skills, are limited. This is due to their lack of understanding of local culture and history and their likely inexperience with development work. TEV encourages its volunteers to approach their placements in the spirit of shared learning and we would encourage the host organisation to also consider adopting a similar attitude. Host organisations should assess their motivations for inviting the participation of volunteers and to question their expectations. To avoid disappointment, organisations should realise the limits of volunteers to add significantly to either funding or other areas of its development.
9. Provide up-to-date information to TEV on the various projects. Each organisation will have its own profile page on the TEV community website. These profiles will be created by TEV on your behalf upon registering with the site. Host organisations will then be given access to their profiles allowing them to update information and volunteer requirements as needed.
10. Agree to the submission of reviews to TEV by past volunteers for the benefit of future volunteers and assessment of the practices of the organisation by staff of TEV. These reviews will be posted along with the project profile on the website and will be accessible by all members of the website.
11. Become signatories of the Dochas Code of Conduct on Images and Messages. This code promotes the publication of ethical pictures and images by providing the user with a set of guidelines to assist them in

# The Ethical Volunteer

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choosing imagery to promote their organisation and its activities. We therefore require all organisations to sign the attached copy of the Code and to apply this code to all images submitted to the website.

**Please note:** Due to the high potential for exploitation, TEV does not promote any project that allows intimate access of foreigners to vulnerable children. We cannot, therefore, list any residential children's care centre or orphanage. This does not apply to programs that assist children who remain living within the family environment and, as such, TEV invites applications from organisations such as schools, afterschool programs, arts or sports programs etc.

**Disclaimer:** While all due care is taken to portray the organisations in a fair and realistic manner, TEV cannot be responsible for the content submitted by its users, including reviews on hostels and projects. While organisations will be given editing rights to the information published in their profiles, and can also contact staff at TEV regarding the removal of biased, unfair or untrue content, TEV cannot take responsibility for the content of the information published on the site. By agreeing to become members of the site the organisation agrees to absolve TEV of all responsibility of the accuracy of information published on the site with regards to the organisation.

Sign here to agree to the above disclaimer:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Organisation Membership

TEV aims to create an ethical model for volunteering, a model in which host communities can maximise the benefit they receive from international volunteers. TEV therefore welcomes submissions by any host-driven organisation that wishes to become a member of TEV. In doing so, member organisations agree to uphold the values and policies of TEV. To this end, we welcome any feedback from host organisations regarding their experiences with hosting volunteers and suggestions for improving this model. TEV reserves the right to remove any project from our data base that we consider no longer in line with our policies and practices.

By signing below you are agreeing, on behalf of your organisations, to the policies and practices of TEV and to becoming active members of the TEV community:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of:

(Name of Organisation): \_\_\_\_\_