

Free Schools World Literacy Volunteer and Staff Code of Conduct Policy

FreeSchools World Literacy seeks to provide a work environment that is fair, safe, free of any form of harassment and to meet the obligations and responsibilities that are contained in the FREESCHOOLS WORLD LITERACY Terms and Conditions of Employment including the procedures to resolve any grievances.

As a volunteer or staff member of FREESCHOOLS WORLD LITERACY I agree:

1. To be familiar with and to uphold the ethical principles and requirements of the FREESCHOOLS WORLD LITERACY Code of Conduct including the following:

- In all activities and particularly in communications to the public, to accord due respect to the dignity, values, history, religion, and culture of the people with whom we work consistent with principles of basic human rights;
- To oppose and not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any activity;
- To not make misleading or false public statements regarding other agencies nor to conduct activities in ways that may denigrate other agencies;

2. To contribute to a work environment that is fair, equitable and free of any form of harassment and to act with honesty and good faith, treating all members of staff and volunteers with respect and dignity;

3. To work in a professional and cooperative manner with other staff and volunteers;

4. To be familiar with my responsibilities under the FREESCHOOLS WORLD LITERACY Terms and Conditions of Employment and of other FREESCHOOLS WORLD LITERACY policies guiding the work of staff and volunteers;

5. To comply with Occupational Health and Safety requirements in the workplace;

6. To abide by the expectations and requirements of personnel representing FREESCHOOLS WORLD LITERACY overseas as detailed in the Guidelines for FREESCHOOLS WORLD LITERACY Delegations Overseas;

7. To contribute to, and take ownership of, decisions that contribute toward the achievement of the mission and objectives of FREESCHOOLS WORLD LITERACY;

8. To respect the role and decisions of the FREESCHOOLS WORLD LITERACY Committee of Management and in guiding the work of FREESCHOOLS WORLD LITERACY;

9. To acknowledge and provide constructive feedback as appropriate on the contribution of peers and managers;

10. To maintain an appropriate level of confidentiality as necessary to the performance of duties.

Signed: _____ Date _____

Name: _____

This Code is to be signed by all volunteers and staff at the commencement of their service with FREESCHOOLS WORLD LITERACY and its interpretation and application will be discussed at least annually in an appropriate forum.

[Adopted by FREESCHOOLS WORLD LITERACY Committee of Management, February 2010]