

CODE OF CONDUCT

Frontier has a commitment to ensuring the enjoyment, health and safety of volunteers and local people and partners alike. Relationships with local organisations have been developed over an extended period of time and we would like to continue working alongside them in the future. Please be aware that you are an ambassador of Frontier while on the project and should act accordingly. Please study the Code as there should be no confusion.

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 attend an activity without just reason	Verbal Warning	Written Warning	Termination
Minor breach of health & safety	Verbal Warning	Written Warning	Termination
Disrespecting local customs or traditions (particularly regarding dress)	Written Warning	Termination	
Uncooperative or inconsiderate behaviour	Written Warning	Termination	
Being rude, unfriendly or disrespectful to any person (Frontier staff, locals, other volunteers)	Written Warning	Termination	
Discrimination in any form	Written Warning	Termination	
Serious Offences	1st Offence		
Drinking on duty (or between activities) where you could endanger yourself or someone else as a result	Termination		
Malicious damage to company property	Termination		
Leaving the project without informing project staff in writing of your intentions. (Abandonment)	Termination		
Theft	Termination		
Threatening, violent or verbally abusive behaviour	Termination		
Negligent performance of duties with serious consequences to property or health	Termination		
Serious breach of safety rules	Termination		
Under the influence of drugs	Termination		
Breaking of local laws	Termination		

Upholding the good name of Frontier and its partner organisations

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

Drugs

If you take any drugs, illegal or otherwise, other than for medical reasons, your placement will be terminated immediately.

Termination of Placement

In the event that your placement is terminated due to your failure to abide by the code of conduct laid out above, you will be required to pay for any costs incurred in your return home from the placement and you will not be entitled to any refund of project fees or other compensation.