



Volunteers' Code of Conduct

October 2024
Version: 2.0

Introduction

This Code of Conduct applies to all volunteers engaged with Saksham Yuwa Nepal, the National Award Operator (“the NAO”) for the Duke of Edinburgh’s International Award (“the Award”) in Nepal. Volunteers, defined as individuals aged 18 or older who offer their time in an unpaid capacity, are essential to the success of the NAO and its mission. By signing this document, I commit to upholding the standards and values of the Award in Nepal.

I, _____, agree to:

Commitment and Responsibilities

- Complete assigned tasks, attend relevant meetings, and submit required work to the NAO as agreed upon, in a timely manner.
- Comply with all NAO’s policies, including but not limiting to the Child Protection Policy, Privacy Policy and Safeguarding Policy as well as any applicable local laws in the course of my volunteer work.
- Maintain confidentiality regarding sensitive information, respecting the privacy of participants, staff, and other volunteers as outlined by the NAO’s Privacy Policy.
- Present myself as a volunteer, not an employee of the Award in Nepal and defer any media inquiries or public comment requests to authorized staff.
- Obtain prior authorization for any public-facing materials related to the Award in Nepal to ensure alignment with the NAO's standards and messaging.
- Promptly notify the NAO of any legal matters or incidents that could impact my or the Award in Nepal’s reputation, including potential criminal convictions or behaviors observed that could be detrimental to the organization.
- Represent the Award in Nepal with professionalism, dignity, and pride, conducting myself courteously and respectfully at all times.

Volunteers' Code of Conduct

October 2024

Safety and Well-Being

- Take reasonable care for my own health and safety and ensure my conduct does not compromise the safety of others. I agree to follow any instructions, or procedures applicable to me, my colleagues, and those in my care.
- Conduct myself in a respectful, cooperative, and supportive manner, promoting teamwork and serving as a positive role model for participants and colleagues.
- Provide a safe and supportive environment for all participants, free from harm or harassment. This includes refraining from discrimination, sexual harassment, physical force, verbal or emotional abuse, neglect, or other harmful actions.

Respect and Integrity

- Treat participants, fellow volunteers, staff, contractors, and property with respect and courtesy, and encourage positive relationships.
- Use the NAO-provided materials strictly for purposes related to the Award, and refrain from using them in any way that could harm the Award's reputation or integrity.
- Immediately stop using the Award's materials once my volunteer role ends and return or dispose of them as instructed.

Intellectual Property and Use of Materials

- Copy and distribute materials provided by the NAO only for official Award purposes, and refrain from unauthorized use, reproduction, or distribution outside of my volunteer duties.
- Assign any rights, including intellectual property rights, to improvements, adaptations, or new materials I create for the Award in Nepal during my volunteering. I acknowledge that all such materials belong to the NAO and must be used solely for Award purposes.

Acknowledgement of Compliance

I am aware of my obligations as outlined in this document and I commit to compliance with all policies governing my roles and responsibilities. This includes, but is not limited to, policies on Child Protection, Safeguarding, Serious Incident Reporting (SIR), Privacy, Data Protection and other essential standards that guide safe and ethical practices within the Award in Nepal.

I understand that as a Volunteer (Award Coordinator/Award Leader/Assessor/Journey Supervisors), failure to comply may result in disciplinary action or termination of my involvement with The National Award Operator of the Duke of Edinburgh's International Award in Nepal.

Name	
Role	
Award Center	
Signature	
Date	