

Code of Conduct for Volunteer

Between Sadia Jafrin
Address: House # 504 (6B), Lane # 9, Baridhara DOTS, Dhaka
and **The Duke of Edinburgh's Award Foundation Bangladesh**

This agreement sets out the terms and conditions of your volunteering role with **(The Duke of Edinburgh's Award Foundation Bangladesh)** and constitutes the terms of engagement for the duration of your involvement with the Award.

Role: Youth Wellbeing Ambassador (YWA)
Date of Commencement: 20 February, 2022
Agreement review date: _____
Remuneration: **Unpaid placement, with reimbursement for out of pocket expenses.**

In undertaking the role of YWA and in line with the related terms of reference, I agree to:

1. Exercise due care and diligence in carrying out my role and responsibilities
2. Do my best at all times to meet the expectations of the organisation and with all applicable laws relevant to fulfilling my obligations to the organisation
3. Consult to undergo a police and/or reference and/or background checks when requested by the organisation
4. Undertake training and meet accreditation requirements of the role, as appropriate
5. Respect the privacy of persons served by the organisation and hold in confidence private and personal information collected by the organisation
6. Immediately advise the organisation of any matter in which I am involved that has or could lead to a criminal conviction
7. In carrying out my role and responsibilities for the organisation, I agree:
 - To represent the organisation with professionalism and be responsible for conducting myself with courtesy and appropriate behavior
 - To conduct myself in a respectful manner, exhibit good conduct and be a positive role model
 - To display respect and courtesy for participants, other volunteers, staff, contractors, event guests and property

- To provide a safe environment by not harming young people or adults in any way whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect or other harmful actions
- To work cooperatively as a team member with the employees of the organization and other volunteers
- To follow through and complete accepted tasks
- To copy and distribute materials only for the purposes of the organisation and will not use them without the prior written consent of the organisation
- Not use those materials in any way which would bring the organisation into disrepute
- That once my appointment with the organisation ends, I will immediately stop all use of the materials
- That any improvements or developments or new versions of materials, including new materials I create based on or incorporating them, belong to the organization and I assign all rights, including intellectual property rights to the organization

The Duke of Edinburgh's Award Foundation Bangladesh agrees to:

1. Explain the rights and responsibilities of volunteers
2. Provide support, supervision and training to enable volunteers to undertake their roles
3. Respect the privacy of volunteers and hold in confidence private and personal information collected by the organisation
4. Treat volunteers with respect in line with equal opportunity requirements

The Duke of Edinburgh's Award Foundation Bangladesh has provided me with a description of my role and responsibilities, and the requirements of the Award which I have read and understand. I will comply with all of these requirements.

I am aware of the expectations as outlined in this document and that my appointment as a volunteer in relation to the Award may be terminated as a result of any breach by me of the undertakings in this document.

I agree to the above terms.

Volunteer name: Sadia Jafri

Volunteer signature: Sadia Jafri

Date: 20.02.2022

The Duke of Edinburgh's Award Foundation Bangladesh representative full name:

A K M Refiqul Kabir

The Duke of Edinburgh's Award Foundation Bangladesh representative signature: 

Date: 20.02.2022