



Volunteer Service Agreement

Please note that your booking is accepted on the understanding that you come on the program at your own risk. It is not possible for us to be responsible for the actions or omissions of those involved in your program over whom we have no direct control, transport undertakings and others. Equally we are not responsible for loss or expense due to war, riots, strikes, terrorist activities, natural disasters, or bankruptcies (or similar) of unconnected third parties. **SCAD** is not liable for any injury, damage, loss, accident, delay, or other irregularity which may be caused by defect of any vehicle or other equipment, other than its own, or the negligence or default of any company or person engaged in carrying out or performing any of the services involved, other than our own staff.

Please note that all services and accommodation are subject to the laws of the country in which they are provided. **SCAD** reserves the right to make changes in the agreed itinerary whenever, in their sole judgement, conditions warrant, or if they deem it necessary for the comfort, convenience, or safety of the volunteer. **SCAD** also reserves the right to withdraw without penalty any program announced.

Please note that **SCAD** reserves the right to decline to accept any person as a volunteer, or to require any participant to withdraw at any time, when such action is determined by the appropriate **SCAD** staff representative to be in the best interests of the health, safety, and general welfare of the program or of the individual participant.

Dates, schedules, program details and cost are given in good faith, based on information available and in force at the time they are given and are subject to change and revision in the event of a change of circumstances.

Soon after your arrival at the destination we organise an orientation for each program where you will gain an understanding on the entire volunteer program, Indian history, its culture and traditions.

The following terms and conditions and information will form an agreement between you and **SCAD**. Making an application for a **SCAD** volunteer program means you are agreeing and acknowledging to what is stated below. You would agree to the following terms:

Payment Policy

1.1 The participant has agreed to pay the applicable program fee in exchange for the selected **SCAD** volunteer program.

1.2 An application fee of £150 (GBP) is payable upon confirmation of booking at least 45 days prior to arrival. Please be advised that early booking is always advised to avoid disappointment.

1.3 The remaining balance of the programme fee is due in Indian Rupees or American dollars on arrival in India. You can stagger these payments over your placement.

1.4 Prices on the website and printed material are subject to change without warning. Once the application fee is received, the program fee cost is guaranteed and will not change.

Cancellation and Refund

2.1 **SCAD** reserves the right to cancel the program in the event of significant operational problems or to reject any individual prior to the program start date.

2.2 In the unlikely event of this happening, the total monies paid to **SCAD** will be refunded in full. **SCAD** shall not be responsible for any further liability.

2.3 If the participant wishes to cancel for any reason this must be set out in writing and sent by email to katie@scad.org.in

2.4 Cancellation will be deemed valid when an email notification has been received back from **SCAD**.

Changes to Program Start Date

3.1 **SCAD** allow participants to postpone their program start date depending on availability. The application fee may be applied to a new program provided it is scheduled within 12 months of the original scheduled date.

Collection and Travel Arrangements

4.1 Flights are not included in the program fee. **SCAD** take no responsibility for any event relating to the flights of the participant.

4.2 Participants are collected at Trivandrum, Madurai or Tuticorin airport at a pre agreed time.

4.3 Participants are met by a **SCAD** representative who will make themselves known by use of a placard. In the unlikely event that you fail to meet our representative it is the **participants responsibility to call our project director Charles on 9942 978487 from India or 0091 9942 978487 from an international number** to arrange a meeting point.

4.4 At the end of your placement participants are transported back to Trivandrum, Maduari or Tuticorin airport.

4.5 Should participants cancel their program early **SCAD** is not responsible for their return travel arrangements.

4.6 **SCAD** will provide all transfers to and from work areas.

4.7 The fees do not include any excursions or personal travel costs.

Participant Behaviour

5.1 **SCAD** reserves the right to release the participant from the program with no refund should the participant be found to have partaken in illegal activities, including illegal drug taking or abusive behaviour. Volunteers agree to follow the rules and directives set out

by **SCAD** and its affiliates and the policies of the community in which they volunteer.

SCAD will not arrange the transfer of the participant to local airports in circumstances of non compliance of these rules.

5.2 When on placement, please bear in mind that you need to have a flexible and open minded attitude. Work environments often differ from the formal settings you are accustomed to in your home country. Should any work related problem arise **SCAD** staff will be helpful and friendly in dealing with the matter but you must also be trying your best. There is a certain expectation that you will use initiative to solve smaller problems.

Limitation of Liability

6.1 Volunteers acknowledge and accept that you participate at your own risk. To live, work and temporarily offer volunteer services in a developing country can involve a certain degree of assumed risk. **SCAD** cannot be responsible for negligence or omissions of any company or person engaged in carrying out services involved, apart from our own staff. For example this would include third party transportation undertakings. **SCAD** is not responsible for the loss or damage to property, personal injury, accident, illness, delay or expense sustained by the participant while taking part in our programs.

6.2 Volunteers must purchase comprehensive travel insurance cover to participate in a **SCAD** Volunteer Program.

Criminal Records

7.1 The participant understands that it is a criminal offence to apply for or accept any work with children (paid or unpaid) if disqualified from working with children. By applying for the program the participant declares that they have never been convicted of a sexual offence, or dismissed from a post working with children or vulnerable adults for malpractice.

7.2 **SCAD** reserves the right to carry out a criminal records check prior to the volunteer starting the program.

7.3 **SCAD** requires a CRB check for any applicant who will be working with children under the age of 16 years old. This will apply for people who are interested in applying to the care for differently-abled and teaching volunteer programmes.

Photos and Videos

8.1 By joining the program participant agrees that **SCAD** may use photos, videos and written feedback relating to their **SCAD** program to be used on the **SCAD** website, partner sites and on marketing or promotional materials.

Volunteer code of conduct

This code of conduct sets out the standards of behaviour that is expected of volunteers. This code of conduct is designed to help you achieve the most out of your placement in a safe manner. It also ensures that the people we work with are treated with respect and that consideration is given to other cultural aspects during your placement.

Please note that breaches of the code of conduct may result in your placement being terminated without compensation.

General

You should:

- Listen to, and follow the advice or requests of your coordinators.
- Agree to a zero tolerance policy towards the possession and use of illegal substances. If you are found in possession of, or are under the influence of such substances, you will have your placement contract terminated immediately.
- Respect, and seek to understand, the culture of the country. This involves being tolerant of the customs and behaviours of the local people.
- Respect Indian traditions and culture.
- Follow your project rules
- Be aware of potentially different attitudes towards sexual relationships in the country which you are volunteering and understand the effect that any such relationship may have on individuals and the local community.
- Treat all people with respect and dignity.
- Dress appropriately at all times with regard to the culture you are living in.
- Not engage in political demonstrations or illegal activities.
- Keep your Coordinator informed of your plans about trips and weekends (if any).
- Always keep the address card and photocopy of passport with you. This will help you in case of any emergency.
- Please don't rely on strangers while roaming around the city and work area and don't accept anything from any stranger.
- Do not walk alone after dark and isolated places.
- Volunteer should not offer cash, gift or any material to any person or staff at work area.

At the project

You should:

- Endeavour to maintain a positive mental attitude throughout your placement.
- Act as a conscientious member of the project team.
- Not accept payment of any kind for the volunteering work that you are doing.
- Work hard to achieve not only your own personal goals but also those of the project and the people and / or organization that you are helping.
- Inform your supervisor / contact at the project if you are at any time unable to fulfill the duties to which you have committed.
- Please adhere to the dress code in the work area and also outside the volunteer's home. Dress code includes covering your knees and shoulders. Although, when working we advise you to wear Indian dress.
- If you want to take pictures with children you should take permission from person in charge.
- Don't pass your telephone number; email address, postal address to any person at work place.

Accommodation

You should:

- Be responsible for the cleaning and tidiness of your room and washroom.
- Smoking in public places and open areas is not allowed.
- Consumption of alcohol and drugs is strictly prohibited.
- All switches should put off when not in use.
- Always check that the doors are closed before going to the bed.
- Lock the doors before leaving your room.

- Respect the accommodation you are using and pay for any damage you may cause to the property.
- Settle any outstanding bills before leaving the accommodation;

Terminating the agreement

SCAD will end this agreement with you and you have to leave the program/accommodation on that very same day without notice, in case of following occurrences:

- If we find that you are engaged in any illegal activities or convicted in any criminal activities before or during the Project Period.
- If it is believed that any of your action or behaviour is threatening or unacceptable to the society or any one involved with the project based on the judgment of the project staff.
- If it is found that you are using drugs or intoxicating material during course of the project.
- If you are found to be engaged in negative sexual behaviour while your stay.

In case the agreement is terminated due to volunteers' involvement in any of the above activities, he/they will not be entitled to any refund from Company.

Sign..... Print name

Date.....

Please sign and date below to confirm that you have read and agree to the conditions above:

For contact information please contact Katie Allen at SCAD on the information below.

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 07900 241608