



Code of Conduct for Restore Haiti - 2018

Provided below are strict guidelines to be adhered to by **ALL Team Leaders/Members** of **Restore Haiti**.

Recognizing/Accepting the following strict guidelines will further the usefulness/safety of your trip.

You are going on this trip under the covering and leadership of **Restore Haiti** and working with our partners in Jacmel, Restoration Ministries, Carrefour and Matador Communities.

We have been working in Haiti for 12 years. We have seen much progress working together towards a **long-term goal** of seeing these communities transformed.

Adhering to our **guidelines** makes our future plans **possible**.

PREPARATION FOR MY TRIP:

1. TRIP DEPOSIT

- I recognize that my **\$150 trip deposit** is **non-refundable/non-transferable**.
- If for some reason I am unable to attend this trip I will notify my trip leader immediately and my deposit will be put toward the general fund of Restore Haiti.

2. AIRLINE TICKET AND PROJECT FEE

- I am responsible for the **entire cost** of my **airline ticket & project fee**, no matter what happens.
- I understand that if for any reason I am unable to go on the trip that the support I raised will go towards the team or General Fund of Restore Haiti.

3. TRIP SUPPORT/FUNDRAISING

- I agree to take the active role for support raising & take personal responsibility if I don't raise all my support.
- I can raise support through asking for financial support from friends, family, personal finances, and through fundraising drives.
- Restore Haiti is not responsible for helping Teams raise Trip funds.

4. DEADLINES

- I recognize that Restore Haiti and my Team Leader sets **deadlines** for **documents** and **finances** based on the requirements from Restore Haiti.
- I will **submit** all required **documents/finances** on time to Restore Haiti and/or my Trip Leader to prevent any delay in required documents being submitted to Restore Haiti.

5. TEAM MEETINGS

- I will make all team preparation/planning meetings in person/call to prepare for the trip.
- I agree to have Mandatory Trip Preparation Meeting with Restore Haiti.

6. ROOM ARRANGEMENTS

- I may request a specific room arrangement, but I understand that Restore Haiti will provide final accommodations based on availability and number of team members.
- I agree to treat my assigned roommate(s) with the same respect/care I expect to receive.

7. PARTNERSHIP

- I understand Restore Haiti is an organization that operates through local churches in Haiti.
- I agree to respect their foundational principles based on the Christian faith and any faith-based/church activities that I may participate in while in Haiti regardless of my personal theology.
- I understand that our team's work is an opportunity to witness the mission that Restore Haiti is trying to accomplish.

WHILE I AM IN HAITI:

8. GIVING OF GIFTS

- I will **refrain** from **giving** and/or **promising any gifts**(money, clothes, jewelry, electronics, etc.) to any of the locals, staff, or children.
- If I feel compelled to give a gift to someone I have met, I will **consult** first with my **Restore Haiti Team Leader**. They will consult the Site Director(s) and together they will make the final decision.

9. PHOTOGRAPHY POLICIES

- All photo images of the children/staff on my trip are for my personal use.
- I agree not to use for promotional, commercial etc. without written permission from Restore Haiti.
- I will be **discreet** in **all photo-taking** in Haiti-projects, property, and people, remembering that I am a guest in another country, not to observe and document poverty.
- All Photos of Haitians are taken after a relationship is built.
- I will NOT photograph people on the van ride, airport, beach, or Tap Tap of people we don't know as a **safety concern**.

10. PERSONAL CONTACT INFORMATION

- I will **not request/gather personal contact information** from locals or Restoration Ministry staff.
- I will **not provide** my **personal contact information** to the locals or staff.
- This includes and isn't limited to phone numbers, email addresses, home addresses & Social Media requests.

11. PERSONAL CONDUCT

- I will **respect adhere/comply** to the **policies and advice** I am given concerning:
 - **Appropriate modest attire**(See our Clothing Policies, Packing List and General Info Sheets)
 - **Eating/Drinking**
 - **Smoking or chewing tobacco**
 - **Drinking alcohol**
 - **Drugs**
 - I will **NOT have any physical contact** with **fellow Team Members/Leaders** and **Haitians Locals**.

12. MY BEHAVIOR/ATTITUDE

- I promise **not** to be **overly demanding**, to do my best **not to offend** or **cause embarrassment** for the local mission host and Restore Haiti.
- I will do my best to help both entities attain their long-term goals and be compliant.
- I recognize that Restore Haiti has a long-term commitment with the local community. I will not jeopardize that with my behavior.
- I do not go to Haiti as a tourist, but as a guest of Haiti, Restoration Ministries, & Restore Haiti.
- I accept that I may not have the same conveniences I am used to at home.
- I will be flexible, have a positive, adaptable, attitude, a willingness to adjust to the expectations of my hosts.
- I will adopt an attitude that I am on this team to understand the host culture, not to try to convince them of my own viewpoint or lifestyle.
- I acknowledge there are many different ways to accomplish the same objective and my way may not be the best.
- I will abstain from making derogatory comments or arguments regarding people, politics, sports, religion, race or traditions.
- I **Go as a servant** and will **adopt a servant attitude** when dealing with my fellow Team Leaders/Members and the people I meet during the trip.
- I understand that travel can be difficult, and I promise to **adopt a flexible attitude** and **be supportive**, as **plans may** and **often need to be changed**.
- If a loved one or dear friend is traveling with me, we agree to interact with all the members of the team, not just one another, having a unified Team attitude.

13. SUBMISSION TO LEADERSHIP

- I accept and fully submit to the leadership role/authority of the Restore Haiti Team Leader and with the Directors/Leaders on the ground.
- I promise to abide by his/her decisions as they concern this mission trip and my safety.
- The Restore Haiti Team Leader needs to make decisions for the good/safety of the Team and the Mission which may not include your personal desires or needs.
- All Leadership Decisions are not and will not be made by *Individual Group Leaders* but by qualified Restore Haiti Leaders and our trusted Leadership with our Partnerships in Haiti.

14. TEAM MEETINGS IN HAITI/ON THE GROUND TRAVEL

- I will attend ALL team meetings and functions and follow up on all requirements.
- I understand that I must travel with the rest of the team at all times.
- Restore Haiti Team Leader decides **when** and **where** the Team will depart/arrive at appointments.
- I will not leave the airports during Travel Days to visit family/friends in connecting cities.

15. RELATIONSHIPS/IMPROPER BEHAVIOR

- I promise not to initiate or seek ANY or NEW romantic relationships with Team Leaders/Members, Restoration Ministry staff, or locals during the trip.
- I will not engage in affectionate behavior that is sexual or inappropriate in nature with fellow Team Leaders/Members, Restoration Ministries' staff or locals.
- This includes and is not limited to Team meetings, Activities, or at any time during your trip.

16. TOBACCO/ALCOHOL/DRUGS

- I will abstain from using and purchasing tobacco, drugs or alcoholic beverages while in the host country and during all travels, including airports, and flights to and from our host country.
- I will abstain from any illegal drugs or prohibited activity while on this trip.

17. SOCIAL MEDIA

- I will use discretion with my Social Media posts.
- I will not shed a negative light on Restore Haiti, the people of Haiti, the leaders or team members I am with.
- I will not post photos or text that is sexual/immodest or that goes against the values of Restore Haiti

18. MEDICATION/TREATMENT

- Please inform Restore Haiti/Team Leaders of any medical conditions you have and medications you are taking.
- If this changes between the time you apply and go on your trip please update your profile and inform Restore Haiti/Team Leader(s)
- All Medication taken on the trip must first be cleared with the Restore Haiti Team Leader and not just given Team Member to Team Member even if you are a Medical Professional. Your Team Leader must be aware of all medical situations.

19. PROJECTS

- In traveling with Restore Haiti, I am committing to work on and help with Restore Haiti sanctioned projects that fall under our approved exempt purposes, making my trip tax deductible to those who have assisted with my trip fees.
- I understand that in Haiti, as with at any missions project, there may be other projects and/or ideas for future projects that will be presented to me by the native ministry team, but may not necessarily be endorsed by Restore Haiti.
- Always discuss/check with your Restore Haiti Leader if you are presented with a project by a local.
- I will not promise help to anyone and will communicate with Restore Haiti Team Leaders if asked.
- Haiti is a country in great need. Restore Haiti is working on a long-term goal. If you have ideas, suggestions or gifts you can offer, we request that you please do NOT suggest or start a project without talking with the leaders of Restore Haiti first.

20. RISKS

- I acknowledge that by engaging in this journey, I am subjecting myself to certain risks voluntarily, including and in addition to those risks that I normally face in my personal and business life.
- These risks may include, but are not limited to such things as health hazards due to poor food and water, diseases, pests, and poor sanitation, potential danger from lack of control over local population, potential injury while working, and inadequate medical facilities.

21. CONDUCT DISCIPLINARY ACTION

- I agree that in the event my conduct is considered so unsatisfactory that it jeopardizes the safety/success of the trip, and that mediation during the trip has failed to correct my behavior, that my services in connection with this mission trip shall end and I shall return home immediately at my own expense.

In agreeing below, I am stating that I accept the above conditions, and will be responsible for my own actions during the entire length of the trip and trip planning process.

Signature:

Date: / /