



EPI Volunteer Guidelines & Code of Conduct

Welcome to **Education Progress Initiatives (EPI)**! As a volunteer with our organization, you are a valued member of the team, and we appreciate your contribution to improving education in Tanzania. To ensure that your experience is both rewarding and respectful of the local community, we ask that all volunteers adhere to the following guidelines and code of conduct during their stay.

1. Respect for Local Culture and Traditions

- **Cultural Sensitivity:** Tanzania has a rich and diverse culture. Volunteers are expected to show respect for local customs, traditions, and beliefs. This includes being mindful of religious practices, social norms, and family values.
 - **Appropriate Attire:** Please dress modestly in public spaces. When working in schools or community settings, it is important to wear attire that aligns with local customs, especially in rural areas.
 - **Language:** While Swahili is the national language, many people speak their native dialects. Volunteers are encouraged to learn basic Swahili phrases to facilitate communication and build rapport with the local community.
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2. Professional Conduct

- **Punctuality:** Volunteers are expected to be on time for all activities and scheduled work sessions. Punctuality is a sign of respect for the local community and the work you are engaged in.
 - **Confidentiality:** As a volunteer, you may have access to sensitive information regarding students, staff, and community members. Respect the privacy of individuals and maintain confidentiality in all aspects of your work.
 - **Positive Attitude:** Volunteers should maintain a positive, respectful attitude at all times, even in challenging situations. Your enthusiasm and optimism will help build trust with the community.
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3. Behavior Towards Students and Community Members

- **Respect for Children:** Volunteers working with children must ensure their safety and well-being at all times. Never engage in any form of child exploitation, including inappropriate language or physical contact.
 - **Safe and Supportive Environment:** Volunteers should contribute to creating a safe and supportive environment for both students and teachers. Your role is to support, not replace, local educators. Always offer assistance in a manner that respects their expertise.
 - **Non-Discriminatory Behavior:** EPI is committed to promoting equality and inclusivity. Volunteers should treat all individuals equally, regardless of gender, age, religion, ethnicity, or disability.
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4. Work Ethics and Responsibility

- **Adhere to Schedules:** Volunteers are expected to adhere to the agreed work schedule and report any deviations in advance. If there are concerns regarding the work, you are encouraged to discuss them with your supervisor.
 - **Accountability:** Volunteers are responsible for their assigned tasks and must complete them to the best of their ability. If you are unable to meet expectations, please communicate with your supervisor in advance.
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5. Health and Safety

- **Health Considerations:** Volunteers must be aware of and adhere to any health guidelines, including vaccinations or other medical precautions. If you have any medical conditions or allergies, please notify EPI staff before you arrive.
 - **Safety:** Tanzania is a generally safe country, but like in any destination, caution is necessary. Volunteers should follow all safety advice from local authorities and EPI staff. If you ever feel unsafe or experience any issues, report them immediately.
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6. Environmental Responsibility

- **Eco-Friendly Practices:** Volunteers are encouraged to adopt environmentally friendly practices such as reducing waste, conserving water, and recycling. Help raise awareness about environmental issues within the local community.
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7. Alcohol, Drugs, and Smoking

- **Prohibited Substances:** The use of illegal drugs or substances is strictly prohibited. Alcohol consumption should be moderate and in accordance with local customs. Public drunkenness or inappropriate behavior related to alcohol is not acceptable.
 - **Smoking:** Smoking is not allowed in public spaces, especially around children and in areas where it could cause discomfort to others.
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8. Social Media and Public Representation

- **Responsible Social Media Use:** While we encourage volunteers to share their experiences, please ensure that any content you post on social media is respectful and reflects the values of EPI. Avoid sharing photos of children or community members without their consent.
 - **Public Representation:** As a volunteer, you are representing EPI and the work we do. Always act in a manner that reflects positively on the organization and the Tanzanian community.
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9. Volunteer Agreement

By signing this document, you agree to:

- Abide by the guidelines set forth above.
 - Maintain a respectful, professional, and positive attitude throughout your time in Tanzania.
 - Report any concerns or incidents to your supervisor immediately.
 - Act in the best interest of the local community, upholding the values of EPI and contributing positively to the success of our programs.
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Acknowledgment

I, hereby acknowledge that I have read, understood, and agree to comply with the above volunteer guidelines and code of conduct. I am committed to respecting the local culture, upholding professional conduct, and ensuring the safety and well-being of the individuals and communities with whom I work.

Volunteer Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____