



A Drop in the Ocean

Guidelines for volunteers

A Drop in The Ocean is a voluntary, neutral humanitarian organization whose goal is to support people who have fled their countries. During your period as volunteer, we regard you a representative of our organization. These guidelines are established to maintain professional and non-dependent relationships.

General

- A Drop in The Ocean is not your employer, you will not receive a salary, and the organization is not responsible for your insurances, vaccines or travel arrangements to the destination
- You are not allowed to make financial commitments, making agreements or take any decisions on behalf of the organization.
- You may not use your role as a volunteer for personal gain, whether it be gifts, money or favours/services from refugees or others involved in the work
- You should not exploit other people's feelings or the situation they are in.

Before departure

- After having been accepted as volunteer with A Drop in the Ocean, you must do the following preparations:
 - Book your travel and accommodation
 - Thoroughly read all information sent from the organization
 - Send in necessary documents to A Drop in the Ocean as requested. These are self-declaration form, passport information, personal information, questionnaire to be answered
 - Attend mandatory Skype meeting with Coordinator
 - Sign up as member of the Pre-arrival Facebook group
 - Become a member of the organization

Volunteering abroad

- As a volunteer, you will dedicate your time to the work coordinated by A Drop in the Ocean and follow daily schedules.
 - Coordinators assign volunteers with different tasks according to competence and skills. You should relate to the instructions given by these.
 - You must attend induction before you are able to start your assignment
 - You should attend weekly team meetings with the group of volunteers
- ID card and/or reflective vest/t-shirt must always be worn inside camp or on duty elsewhere.
- You should not visit the camp during your time off without having permission from Coordinator.
- If you do not have medical or first aid background and you are in doubt in a specific medical situation, turn to the experts on location.
 - In case of an emergency, you shall do what you can to keep the injured safe by helping them stay warm, securing free airways and trying to stop bleeding.
- When on duty volunteering with A Drop in The Ocean and wearing and ID, vest or t-shirt, you shall always refrain from consuming alcohol and other substances.

- You are not allowed to offer alcohol or other substances to refugees, neither in camp or outside.
- You are not allowed to give gifts, money or donations to specific residents (refugees).
 - Always consult Coordinator before doing purchases for residents with your own funds
 - Do not accept gifts from residents
 - After end of assignment, you should not donate money or gifts to special refugees or refugee-helpers you have got to know during your assignment, as this will put them in a difficult situation such as losing their opportunity of helping A Drop in the Ocean.
- Bullying, harassment, racial or discriminating behavior is not accepted. You shall not exploit people you are helping or working with.
- You must always exercise appropriate level of physical contact with residents/refugees.
 - Particularly with children
 - Do not invite residents to your accommodation
 - Do not socialize with residents outside camp and after working day
 - Do not engage in sexual activities with residents
 - You are prohibited to sexually exploit, harass and abuse any resident/refugee
- You are not allowed to invite residents to work with or on behalf of A Drop in the Ocean without consulting Coordinator
- You are not allowed to transport residents to/from site
- Social arrangements organized for volunteers are restricted to volunteers only
- You are not allowed to invite residents to A Drop in the Ocean warehouse
- Do not wear or disseminate political or religious materials on site
- Your shoulders should always be covered when volunteering. Tops must cover your waist. Your attire should be mid-calf to ankle.
- You are prohibited from doing tasks that may be confused for police work or other types of work that is the authority's responsibility.
- You cannot carry arms, ammunition or items resembling weapons when working as a volunteer. Do not put yourself in danger when confronted with physical violence or any other kind of hazard.
- As a volunteer for a Norwegian NGO, you are required to abide by Norwegian laws as well as the Greek laws and
- You are required to show respect and courtesy to the locals, the diverse range of cultures, customs and traditions, the authorities and other aid organizations on site.
- The Coordinator will inform all volunteers regarding the organization's vulnerable person protection policy. As a volunteer, you have a duty to identify abuse towards vulnerable people and report to the Coordinator. Your report will be taken seriously and normally your comments will be treated confidentially, but your concerns may be shared with the appropriate authorities if the people are at significant risk

Media

All inquiries from the media connected to A Drop in The Ocean are to be channeled to presse@drapenihavet.no. You may share your experiences with the media, official A Drop in the Ocean SoMe channels or your personal network but please keep in mind:

- If the media contact you on site or after volunteering, you cannot answer on behalf of the organization. You may talk to the press, but keep in mind that you are communicating as a private person.
- If the media wish to have representatives from the organization, direct them to presse@drapenihavet.no
- Photos or videos that could identify individuals are not to be taken inside camp without permission from site management.
- If distributing photos, videos and text on social media, consent must be filled out both by the photographer and the model. Pictures of children require parents written approval.
 - You cannot distribute or share pictures and videos from situations you experienced while volunteering for the organization, if this may offend the people involved.

- Avoid using pictures or texts with violence, partially or fully undressed people and children. Do not share content with prejudice and racist attitudes.
- Photos shared in public, showing the organizations work, may be used by the organization for public relations purposes.
- Make sure you have approval before you distribute material made by the organization.
- Whatever you write is your personal expression, and not the organizations’.

Funds

- If you have collected funds prior to travelling, it is preferred that you deposit the money to A Drop in the Oceans account. If you wish, you may mark the donation with name of the destination.
- If you bring and spend funds, you must always fill out cash donation form given to you by Coordinator. Always discuss with the coordinator how the funds best can be used.
- If you hand over cash to the Coordinator, cash donation form must be filled out.
- All purchases related to A Drop in the Ocean’s work must be registered in the cash donation form and should be handed over to the Coordinator with copy of or original receipts.

Confidentiality

Sensitive information given to you as a volunteer when working for the organization are confidential; you may not share them with other people whom with we do not have connections. The oath of confidentiality applies also when your volunteer work is over.

Upon breaking these guidelines

The Coordinator, the administration of A Drop in The Ocean or local authorities may deny you to volunteer for the organization, should you break any of these guidelines. You must hand in the ID card, the reflective vest and other items belonging to A Drop in the Ocean immediately.

By violating these guidelines, it could lead to that you will lose the opportunity of volunteering with the organization in the future.

In addition to the above guidelines, you must familiarize yourself with, and respect the codes of conduct that apply for the destination/camp you are volunteering at and follow regulations set by the site management. You must always respect the security guidelines of the camp you are volunteering at.

A Drop in the Ocean will report issues that are in violation of international and national laws.

I have read and I agree to the terms and conditions in this document:

.....
Date/Place

.....
Name of volunteer in capital letters

.....
Signature