



A Drop in the Ocean

Guidelines for international volunteer field workers

A Drop in the Ocean (DiH) is a voluntary, neutral humanitarian organisation whose goal is to support people who have fled their countries. During your period as field worker, you are a representative of the organisation. These guidelines are established to maintain professional and non-dependent relationships and you must adhere to these guidelines both before, during and after your field assignment.

1) *General*

- a) DiH is not your employer, you will not receive a salary, and the organisation is not responsible for your insurances, vaccines or travel arrangements to the destination. DiH is not responsible for any loss or harm you may suffer during your assignment.
- b) You are not allowed to make financial commitments, agreements or decisions on behalf of the organisation.
- c) You may not use your role as a field worker for personal gain, whether it be gifts, money, or favours/services from People of Concern (PoC), organisations or others involved in humanitarian work at the location.

2) *Field work*

- a) You are required to provide a copy of your valid criminal record check prior to your assignment.
- b) You must complete our mandatory Drop Field Training before your first day in the field.
- c) You must sign up as a paying member of the organisation. Press [here](#), or use the link: <https://www.drapenihavet.no/en/support/>
- d) You must register with the Greek authorities before arriving at your location: <https://mko.ypes.gr/uservol>. (You will not receive an answer to the registration, but it is mandatory for all field workers).
- e) You must attend induction at the location on your first day. This also applies to returning field workers.
- f) You must dedicate your time to the work coordinated and instructed by DiH Coordinator(s) and follow the daily schedule.
- g) You must always wear DiH ID card and/or reflective vest/t-shirt while on duty.
- h) You are not allowed to invite camp residents to work with or on behalf of DiH without consulting a Coordinator. The Coordinators are responsible for approving resident volunteers.
- i) You are not allowed to invite anyone to DiH's warehouse(s).
- j) You must always respect the security guidelines and codes of conduct of the location/camp you are volunteering.
- k) You should not wear clothes that are see-through. Your shoulders and waist must always be covered, and your attire should be mid-calf to ankle.
 - i) We do *not* recommend wearing sandals or open shoes for safety and hygiene reasons.

3) *Socialisation and codes of conduct*

- a) You are not allowed to visit any refugee camp during your time off or outside DiH activities.
- b) Socialising with PoCs shall only occur if you are at least two or more international field workers.
 - i) If you are invited to a resident's container/tent/isobox, you must always get approval from a Coordinator and be at least two international volunteers.
 - ii) You are not allowed to invite PoCs or resident volunteers to your accommodation.
- c) You must always exercise appropriate level of physical contact with PoCs and/or resident volunteers.
 - i) Be careful when it comes to physical contact with minors and how you approach and interact with them. Avoid behaviour that could affect a child in any way.
- d) Do not engage in sexual or emotional relationships with PoCs/resident volunteers.



- e) Any act of sexual exploitation, sexual abuse or sexual violence is unacceptable and strictly prohibited.
- f) Bullying, harassment, abuse or any form of discrimination is prohibited.
- g) You shall refrain from consuming alcohol or other substances while wearing DiH ID, vest or t-shirt.
 - i) Off duty alcohol shall be consumed in a responsible manner without affecting the work you do for DiH or the organisation's reputation. You should not be overly intoxicated.
 - ii) Events or gatherings organised by DiH are non-alcoholic.
 - iii) You shall never offer alcohol or other substances to PoCs / resident volunteers.
 - iv) Consumption of illegal substances is strictly forbidden and will be reported.
- h) You are not allowed to transport PoCs or any person(s) who does not have the necessary legal documents required by the authorities.
 - i) If you give PoCs or resident volunteers a lift, make sure to be fair and do not favour or discriminate.
- i) Do not disseminate political or religious materials on site or engage in any political or religious activism while volunteering.
- j) You are prohibited from doing tasks that may be confused for police work or other types of work that is the authorities' responsibility.
- k) You may not carry arms, ammunition, or items resembling weapons while volunteering with DiH.
- l) While on duty, never try to stop fights or conflicts. Do not put yourself in danger when confronted with physical violence or any kind of hazard. Stay calm and notify a Coordinator.

4) Sharing information

DiH encourage field workers to share their experiences from the field. All inquiries from media shall be directed to presse@drapenhavet.no. When sharing information, keep in mind:

- a) You are communicating as a private person. You may not speak on behalf of the organisation.
- b) Respect the regulations in camp regarding photo/video restrictions.
- c) Never take a photo or video of someone without their *written* consent. Pictures of minors require their parents' written consent.
- d) It is strictly forbidden to use or distribute pictures/videos depicting violence towards humans or animals, or images showing partially or fully undressed people.
- e) Do not share content with prejudice and/or racist attitudes.
- f) The organisation may use pictures or videos you have shared in DiH official chats or social media groups for public relations purposes if the images show the organisation's work.
 - i) If you share pictures/videos on social media, please tag us by using #Dråpenihavet or #Adropintheocean.
- g) Make sure you have approval from the Coordinator before you distribute material made by or belonging to DiH.
- h) You may not post any comments that may harm the work of DiH or its reputation.

5) Funds

- a) If you have collected funds prior to travelling, it is preferred that you deposit the money to DiH's account 1503.67.54327 / IBAN NO3015036754327. You may mark the donation with the name of the location you will be volunteering.
- b) If you bring donations to the location, you must fill out a donation form given to you by the Coordinator. Always discuss with the Coordinator how the donations best can be used.
- c) Always consult a Coordinator before doing purchases to the organisation with your own funds.
 - i) If you make purchases to DiH you must fill out the donation form and give the items and receipts to the Coordinator.

6) Miscellaneous

- a) The Coordinator(s) will inform you of DiH's whistleblowing mechanisms. Any matter which appear to break the standards/guidelines of DiH should be raised either by informing a Coordinator, the



administration or through our whistleblowing form. Ask your Coordinator for a reporting form or [press here](#) to use the electronic form.

- b) If you have any input to the organisation related to DiH’s work or your experiences as a field worker, you should address such through DiH’s official email channels and not on social media. After your assignment, you will be invited to answer a small survey. You may also share your feedback on e-mail to volunteer@drapenihavet.no
- c) When presented with DiH’s Social Media Guidelines, Instructions for Electronic Communication, DiH Privacy Policy and the Vulnerable People and Child Protection Policy by the Coordinator, you should read carefully, accept, sign and follow these guidelines, instructions and policies.

7) Violation of the guidelines

- a) By violating any of the above, the Coordinator, the administration of DiH or local authorities may deny you from volunteering with the organisation with immediate effect. If this happens, you must hand in all items belonging to DiH, including the ID card, vest and/or t-shirt.
- b) Violation of these guidelines may also affect your ability to volunteer with DiH in the future.
- c) DiH will report any issues that are in violation of international or national laws.

8) Liability and confidentiality

- a) As a field worker you are voluntarily participating with the knowledge of the risks involved. You agree to accept all risks of participation.
- b) By signing this document, you hereby release and hold harmless DiH, its employees and other volunteers from any and all liability, claims, or demands which may arise during your assignment with DiH.
- c) Confidential information given to you as a field worker may not be shared with others. This includes, but is not limited to information related to volunteers, PoCs and collaborators. The oath of confidentiality also applies when your assignment is over.

By signing these guidelines, you accept that DiH process and store your personal information according to our Privacy Policy.

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

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Date/Place

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Name of volunteer in capital letters

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Signature