

Misión Honduras International + Liberia Misión Incorporated

Volunteer Code of Conduct

Misión Honduras International is dedicated to breaking the cycle of poverty for children and families through material and spiritual support and a Catholic education. A U.S. - based not-for-profit working in some of the poorest countries in the world, MHI provides financial and volunteer support so that children who have been orphaned or are living in poverty can thrive with a home, food, medical care, faith formation and a first-rate education. Liberia Misión Incorporated, a project of Misión Honduras International, is a community of love, learning, work and prayer where over three hundred children are becoming future leaders in their families, communities, and country.

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to the children and youth at Misión Honduras International / Liberia Misión Incorporated.

As a volunteer, I am committed to:

Personal responsibility

- Be an example in my words and actions for the children, staff, and volunteers.
- Be flexible and willing to learn in my approach with people, projects, time, and culture.
- Be dependable, recognizing the commitment and responsibility to my volunteer service.
- Accept assignments consistent with my interest, abilities, and available time.
- Accept assignments with an open mind, a team spirit, and a willingness to learn.
- Accept feedback from my supervisor in order to do the best job possible.
- Participate fully in the Mission's orientation process; understand and uphold the Mission's Child Protection Program policies.
- Address ethical concerns by speaking directly with the colleague with whom I have the concern; and when necessary, report such to my supervisor, the Mission Director or other person in a leadership position.

Child Protection

- Participate in a *Protecting God's Children* training program in my home diocese prior to my volunteer service. (These may have different names in different diocese. Please check with the MHI staff to ensure the program is approved before taking the training.)

- Authorize MHI / LMI to conduct a background check. (Mid- and Long-term Volunteers only)
- Discuss with staff and understand my role in the Mission's Child Protection Program.
- Safeguard children and youth entrusted to my care at all times.
- Avoid situations where I am alone with children and/or youth, especially behind closed doors or in isolated places.
- Ensure that any touching is in line with the Child Protection Program and is always PAN: P - Public, A - Appropriate, N - Non-sexual.
- Comply with mandated reporting in cases of suspected child and vulnerable adult abuse or neglect, as outlined in the Child Protection Policies. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.

Respect

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I interact.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth, staff, and volunteers.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self, the children, staff, volunteers or other community members.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, child or other person.
- Refrain from giving gifts to children and/or youth without prior approval from the Liberia Mission Director.
- Keep my room clean and try not to bring food into it in order to avoid unwanted critters.
- Keep personal items in my room and put away mission items after use.
- Observe the Mission's quiet hours.

Safety

- Not use, possess, or be under the influence of alcohol or illegal drugs at any time on the Mission grounds or in the surrounding community.
- Abstain from all illegal activity.
- Wear appropriate and modest clothing, suitable to your position as a role model inside and outside the Mission.
- Remain on the Mission grounds at night unless otherwise approved by the Mission Director.
- Ensure that all visitors to Liberia Mission are approved to enter the mission grounds. Unannounced visitors will not be allowed into Liberia Mission Incorporated.
- Report suspicious activities to the Mission Director or the appointed person in charge.
- Tell the Director or appointed person in charge before I leave the mission grounds. I will not travel alone unless approved by the Director.
- Inform the Director or person in charge of my travel plan if I am traveling alone, and carry a cell phone and call the Director if my plan changes.

I have read and understand the above Code of Conduct. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer at Liberia Mission Incorporated. I also agree to attend a *Protecting God's Children* training session in my home diocese and submit to a background check.

Volunteer's Printed Name

Volunteer's Signature

Date

Mission Honduras International / Liberia Mission, Inc. Child Protection Statement and Agreement

The welfare and protection of children, young people, and vulnerable adults is a top priority for Mission Honduras International and Liberia Mission Incorporated personnel. We adhere to a “zero tolerance” policy, and all alleged incidents will be reported.

The following are mandatory procedures at all Mission Honduras International sites.

- All students, teachers, staff, and volunteers will attend a child protection program each year. The program must include:
 - Training to identify abuse
 - Procedures for reporting alleged incidents
 - Safety guidelines
 - Consequences for the non-reporting of incidents
 - Consequences for false statements
- The training program must be reviewed and approved by the president of Mission Honduras International.
- Employees and volunteers are prohibited from transporting students off-site unless participating in an approved Mission Honduras International / Liberia Mission, Inc. activity.
- Employees and volunteers are expected to meet students in an open and visible location. When meeting in a classroom or other isolated area, a person in authority (or a second adult) must be aware of the meeting.
- All alleged incidents must be investigated. A written report of the investigation must be submitted to the president of Mission Honduras International. The investigation will be handled with confidentiality.
- If the alleged incident involves a member of the leadership team, an independent investigator must conduct the investigation. The independent investigator will submit a report to the president of Mission Honduras International.
- Anyone found guilty of violating this child protection policy will be terminated from Mission Honduras International / Liberia Mission, Inc. Criminal prosecution will be pursued as appropriate.
- Failure of employees and volunteers to report any alleged incident may result in termination from Mission Honduras International / Liberia Mission, Inc. along with legal action. (The “Whistleblower Policy,” which protects whistleblowers, is available on our website and by request.)
- The “Voice of the Children” program will be utilized to teach the children how to convey their needs and concerns to management.
- All staff and volunteers must sign a statement that they will adhere to the Mission Honduras International / Liberia Mission, Inc. child protection policies and procedures.
- Compliance with child protection safeguards will be monitored on a regular basis by an outside source.

As staff and volunteers, we have a moral obligation to protect children, young people, and vulnerable adults from harm, abuse, and exploitation. All involved persons will be made aware of the procedures should an allegation of

abuse be reported. Intervention will begin in a timely manner without unnecessary delays. As an organization, we will follow best practice in relation to the recruitment of all staff and volunteers.

We take our duty to protect children, young people and vulnerable adults very seriously. We recognize our responsibility to promote safe practice. We will take all the necessary steps to protect children from harm, abuse and exploitation.

I, _____ understand and will adhere to the Mission Honduras International / Liberia Mission Inc. child protection policies and procedures as outlined above and as instructed by the Mission Director upon my arrival at Liberia Mission.

Volunteer Signature: _____ Date: _____

Please return your signed copy (keep a copy for your records) to:

Mission Honduras International
P.O. Box 56007
Chicago, IL 60656-0007
volunteer@missionhonduras.com