



# THREE YEAR INTERNATIONAL VOLUNTEER AGREEMENT

Revised 7.11.2018

## I. TERMS OF UNDERSTANDING

In consideration of Medical Teams International (“MTI”) arranging volunteer assignments for me in various international locations, I hereby agree to the following terms and conditions.

I agree to uphold the highest professional and ethical standards during my term of service and to serve the groups or individuals assigned to our care with loving integrity and unwavering commitment.

I commit to participate as a team member and to accept leadership from those designated, to be supportive and encouraging to fellow workers and to be flexible as the program develops. I acknowledge and agree that I may be subject to discipline for failure to comply with the above or any other obligation herein, including but not limited to being sent home from an international assignment. Further, I understand and agree that due to the nature of relief and development work, MTI may, in its sole discretion, terminate or modify my volunteer assignment without cause as it believes is necessary.

I understand that if I leave the designated team destinations or sites without prior MTI management approval, I am no longer a member of the team. Should I deviate from designated locations I am solely responsible for my travel arrangements and personal safety.

I understand and accept that I may be working and living in difficult conditions during my term of service. I understand that my personal safety cannot be guaranteed and I accept the risks involved in living, traveling and working in conditions made dangerous by disease, war and any and all other hazards. I acknowledge that I have no physical, mental or emotional conditions that would put either me or others at risk in the above circumstances and I agree to authorize the release of any medical, psychological or other information to MTI if requested. Fully understanding the above, I exonerate MTI from any liability for any damage to my person or property occurring while in the service of MTI.

I understand that as a volunteer, I am not covered by Worker’s Compensation, State or Federal Unemployment Insurance or any other insurance by Medical Teams International, except the Emergency Medical Evacuation Insurance which is for the duration of my volunteer engagement. I understand that as a volunteer, I cannot enter into any agreement, contract or make any representations to third parties on behalf of MTI without the express written permission of MTI management.

**MEDICAL TEAMS INTERNATIONAL**

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## II. GENERAL RELEASE, CONSENT & WAIVER

I understand that as an MTI volunteer, I may be traveling to and from, and living and working in areas that are dangerous and physically demanding, and that I may be responding to inherently dangerous emergency situations, in the United States and foreign countries. I understand that if I travel outside of the United States:

1. Medical and dental services may be inadequate or totally lacking.
2. I may be exposed to illnesses and diseases.
3. Law enforcement may be inadequate or totally lacking.
4. Motor vehicle travel may be dangerous and motor vehicle laws may not be observed or enforced.
5. Food and water may be unsanitary.
6. There may be social unrest, terrorism, insurrection, revolution or war.

I further understand that the above list of dangers is meant to be illustrative only, that many other dangers may exist, and that I may be exposed to them in one form or another. With full knowledge of the above, I expressly assume all risk and volunteer with MTI.

In consideration of Medical Teams International arranging a volunteer assignment for me, and with the intention of binding myself, my heirs, legal representatives, successors and assigns, I hereby expressly release and forever discharge Medical Teams International, its officers, directors, employees, volunteers, agents, legal representatives, insurers, successors, and assigns from any and all claims, demands, damages, liabilities, and causes of action that I now have or may in the future have, whether known or unknown, of whatsoever nature, relating to or arising out of my selection as a volunteer by, or my service as a volunteer with, Medical Teams International. This includes, but is expressly not limited to, death, bodily injury, personal injury, property damage, loss or theft of property, economic loss, or any other damage, loss or cost.

This document shall be construed according to the laws of the state of Oregon. If a dispute should arise with respect to the meaning of any of the terms of this document, the rule of construction that a document is construed against the party preparing such document shall specifically not be applicable to the interpretation of this document.

I consent to medical and dental treatment by MTI, or such others that it may designate, if I need such treatment and I am unable to consent to it because of physical, mental or other incapacity. If treatment is provided by third parties other than MTI, and there is a charge therefore, I agree to pay the charges and indemnify and hold MTI harmless therefrom. Without limiting the general release given above in any manner, I reaffirm that the above general release includes, but is expressly not limited to, any and all claims, damages, demands or causes of action arising out of or relating to said medical and dental treatment.

This Volunteer Agreement represents the entire agreement of the parties hereto and supersedes any and all prior or contemporaneous oral or written understandings, statements, representations or promises. All of the terms hereof are contractual and not mere recitals.

I acknowledge that I have carefully read this Volunteer Agreement, I know and understand the contents thereof and that this document was freely and voluntarily executed. I acknowledge that I was given the opportunity to seek independent legal counsel on any and all matters herein before I signed this Volunteer Agreement.

### III. TEAM CODE OF CONDUCT

As a volunteer with MTI I agree to comply with the following Code of Conduct during my period of service as a volunteer. I understand that if I violate this code I will be subject to appropriate disciplinary actions.

I agree not to engage in any inappropriate behaviors; defined as actions that have the potential to threaten or detrimentally impact MTI's volunteers, team(s), partners, beneficiaries, or the MTI mission as a whole. This includes but is not limited to:

1. Human rights violations and harassment.
2. Licensing and/or certifying board violations.
3. Divisive behavior or communications: any behavior that is or could be interpreted as harassment which includes but is not limited to unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, race, ancestry, national origin, age, disability, or other legally protected group status.
4. Sexual behavior that can negatively impact the team's mission.
5. Political activities or agendas.
6. Deviating from the team site where volunteers are assigned under the infrastructure set up by MTI.
7. Misuse or abuse of MTI property or resources.
8. Disrespect or violation of host country laws and cultural traditions.
9. Failure to disclose information such as mental or physical conditions, legal convictions, or other relevant disciplinary issues.
10. Pattern of cancellation from volunteer commitments.
11. Invite participants on a team or to a location without MTI's approval.
12. Activity outside of volunteer capacity which in the company's view negatively reflects on the reputation of the organization.
13. Possession of dangerous or unauthorized materials, such as explosives, firearms, or any form of potential weapons while serving in a volunteer capacity.
14. Possession, sale or use of intoxicants or illegal drugs on MTI premises or while serving in a volunteer capacity, or serving in volunteer capacity while intoxicated or under the influence of illegal drugs or intoxicants. (Alcohol use not permitted on MTI premises except at approved MTI events.)
15. Unauthorized disclosure of confidential information relating to MTI, its staff or volunteers.

I understand that violation of any of the above Code of Conduct may result in my dismissal from the team and/or forfeiture of further participation with MTI. I agree that if I am dismissed from a team, I will be solely responsible for any and all costs, expenses or damages that I may incur as a result of my dismissal including, but specifically not limited to, any travel or accommodation costs. I understand that I will not be entitled to any refund whatsoever of these costs or other expenses related to the trip.

## IV. CHILD PROTECTION POLICY AND AGREEMENT

### Background

Medical Teams International (MTI) is committed to the protection and welfare of children that are served by our programs and other activities that we host. We oppose all forms of child abuse and are committed to upholding all State, Federal, host country and international laws on child rights, welfare, and protection. We are committed to proactively educating our staff and volunteers about the requirements to protect children through implementation of thorough orientation programs and periodic reminders.

### Purpose

The purposes of this policy are to:

- a. Ensure a safe and secure environment for children when they are in our care and/or on our premises in compliance with legal and societal standards.
- b. Establish clear procedures for reporting and investigating cases of suspected child abuse.
- c. Protect MTI employees and volunteers from false allegations of child abuse or child exploitation.

### 1. Our Commitment

- 1.1 MTI believes that God created all children in His image. Thus, we must treat children with respect, honor them for their intrinsic value, and care for them in ways that bring honor to God.
- 1.2 MTI believes that all children have a right to protection from abuse and exploitation irrespective of race, nationality, social background, age, gender, skin color, disability, or religious beliefs.
- 1.3 MTI believes that child abuse and exploitation are wrong and that keeping silent is also wrong if one knows or suspects a child is being or has been abused or exploited.
- 1.4 MTI believes that preventative measures should be taken to protect children from abuse or exploitation by MTI employees and volunteers and to protect MTI staff and volunteers and our corporate integrity from false allegations.

### 2. Definitions

- 2.1 **Child:** *Anyone under eighteen (18) years of age.*
- 2.2 **Physical Abuse:** *Actual or likely physical injury to a child or failure to prevent physical injury suffering or harm to a child. This may include, but is not limited to deliberately hitting, beating, shaking, or throwing a child.*
- 2.3 **Neglect:** *The persistent or severe neglect of a child, failure to protect a child from exposure to danger including cold or starvation, and the failure to carry out important aspects of care resulting in the impairment of the child's health or development.*
- 2.4 **Mental/Emotional Abuse:** *Actual or likely severe adverse effect on the emotional and behavioral development of a child caused by persistent or severe emotional mistreatment, rejection, or threat. Emotional abuse can include inappropriate use of spiritual authority (for example, the Bible, church, tradition, church authority, etc.)*
- 2.5 **Sexual Abuse:** *Actual or likely enticement, inducement, persuasion, or coercion of any child to engage in or assist with any sexually suggestive or explicit conduct by those responsible for the child's care or control. Such abuse can be violent or non-violent and can involve physical contact and/or verbal comments or insinuations.*

### **3. Policy**

#### **3.1 Behavioral Protocols**

- 3.1.1 MTI expects its staff and volunteers to treat all children hosted by MTI with respect and dignity.
- 3.1.2 MTI staff and volunteers must never be alone with children, other than their own, in a private place or any place where other responsible adults cannot easily observe and overhear all interactions with the child(ren).
- 3.1.3 MTI staff and volunteers must not discipline or attempt to discipline a child physically under any circumstances.
- 3.1.4 MTI staff and volunteers shall never hit or otherwise physically assault a child, even if this is locally acceptable.
- 3.1.5 MTI staff and volunteers shall not act in ways that shame, humiliate, belittle or degrade a child, or otherwise perpetuate any form of abuse including participation in harmful traditional practices or spiritual ritualistic abuse.
- 3.1.6 MTI staff and volunteers must not touch a child inappropriately. (A general guideline is not to touch children in areas that would normally be covered by shorts and t-shirt.)
- 3.1.7 MTI staff and volunteers must not use offensive language, suggestions, or advice.
- 3.1.8 MTI Staff and volunteers must not expose a child to pornography or other sexually explicit or inappropriate images or media.
- 3.1.9 MTI staff and volunteers must not share alcohol, tobacco or drug substances with a child or be intoxicated or consume alcohol or drugs before or during encounters with children.
- 3.1.10 MTI Staff and volunteers must never sleep in the same room or bed with a child.
- 3.1.11 MTI staff and volunteers must not enlist or engage a child in activities without parental or guardian consent or drive a child without parental or guardian consent and at least one other adult in the car.
- 3.1.12 MTI staff and volunteers must never take, produce, or create images of a child that are humiliating, degrading, shameful, or otherwise offensive. Children should be adequately clothed and not in poses that could be perceived as sexually suggestive.
- 3.1.13 Children should never be left alone with unsupervised non-MTI staff or volunteers who are visiting project areas.
- 3.1.14 MTI staff and volunteers must comply fully with all state, federal and United Nations Reporting of Maltreatment of Minors.
- 3.1.15 MTI staff and volunteer contact and interactions with children in all program contexts will be randomly monitored.
- 3.1.16 Ignoring these protocols or their intent may result in immediate termination of employment or volunteer assignments.

#### **3.2 Criminal Background Checks**

- 3.2.1 MTI staff and volunteers who will work with children will be screened according to professional standards that include a criminal background check.
- 3.2.2 The purpose of the background check is to confirm that there have been no previous convictions for abuse against children or other violent or questionable behavior that could raise concerns about the wellbeing of children in the applicant's care. Any adverse findings will be disclosed to the applicant.
- 3.2.3 MTI is committed to maintaining the highest level of confidentiality when it comes to background checks and related personal information. The established background check process shall strictly limit

the people involved in reviewing background check results and ensure that staff and volunteer files are inaccessible to other MTI employees

### **3.3 Designated Staff Person**

3.3.1 The Director of Human Resources is the Designated Staff Person responsible for dealing with child protection issues or complaints within MTI. In the Director of Human Resources' absence, the VP of Finance & Administration will be the Designated Staff Person.

### **3.4 Reporting of Suspect Behavior**

- 3.4.1 MTI staff and volunteers agree to inform MTI's Designated Staff Person immediately of any observations or information that cast doubt on a staff member's or volunteer's strict compliance with this policy.
- 3.4.2 Any such reports will be treated with discretion and urgency. MTI prohibits any kind of retaliation against an employee or volunteer who, in good faith, submits a complaint under this policy.
- 3.4.3 MTI staff and volunteers, or any other representative of MTI programs, may utilize the Integrity and Compliance hotline, EthicsPoint ETHICSPPOINT.COM OR 1-866-384-4277 to report suspect behavior.

### **3.5 Response to Allegations**

- 3.5.1 When a report has been made that an MTI staff person or volunteer is suspected of inappropriate behavior with a child, MTI, under the direction of the Designated Staff Person, will take action as set out in "Guidelines: Responding to Allegations of Child Abuse". Note that the first action step is to seek and adhere to the advice of MTI's legal counsel.
- 3.5.2 All reports of alleged abuse will be investigated thoroughly, including any such reports or accusations made by children. The investigation process will be directed and documented by the Director, Compliance, and a written report of findings will be completed within 30 days of the report. When a report is made, the employee will either be placed on suspension or reassigned work duties as necessary to ensure no further contact between the employee and children occurs until the investigation is finalized.
- 3.5.3 Both the alleged victim and the alleged perpetrator will be treated with respect and without prejudice from the start of the process to the end.
- 3.5.4 MTI will work in cooperation with child welfare and legal authorities during the course of an investigation as appropriate.
- 3.5.5 The allegation will be kept confidential with only those directly involved having access to this sensitive information. MTI staff or volunteers who are found violating confidentiality of such allegations will receive a written warning and/or be subject to termination.
- 3.5.6 If an investigation leads to the conclusion that abuse has or may have occurred, then the appropriate legal authorities will be notified if they have not already been involved in the investigation. If an MTI staff person or volunteer is found to have committed abuse, through internal investigation and/or through the court system their employment will be terminated immediately.
- 3.5.7 A file will be made of all facts related to any report and subsequent investigation. The Designated Staff Person will securely file and retain all such documents consistent with state retention requirements.

### **3.6 Communication**

- 3.6.1 MTI will take special care to protect the identity and specific geographic location of children in all public relations and other materials. In cases where a specific child's name is used, MTI will obtain all appropriate parental or legal releases in advance.
- 3.6.2 If the police and/or media become involved in or aware of an alleged instance of abuse, MTI's Designated Staff Person or appointee will deal with the media and the police as set out in "Guidelines: Responding to Allegations of Child Abuse". In general MTI staff or volunteers will not be in contact with the media or police except as authorized by the Designated Staff.
- 3.6.3 Disclosure of information about past or present abuse of children or any of the persons involved will be limited only to the people who need to know for purposes of the investigation and corrective action.

### **3.7 Orientation, Training, and General Awareness of Child Protection Policies**

- 3.7.1 Orientation and training in child abuse prevention and protection is a priority for MTI and all its operations.
- 3.7.2 MTI's general orientation for all newly employed staff and volunteers will include a section explaining our policies and practices on child protection.
- 3.7.3 Human Resources will distribute a current copy of this policy to all staff and to volunteers annually.

## V. GLOBAL PERSONNEL SAFETY AND SECURITY POLICY

*The safety and security of our volunteers is of paramount importance and MTI staff makes every effort to ensure our volunteers are well-informed about safety issues in specific program and partner sites. While MTI cannot guarantee volunteers' safety, we seriously consider issues of security when determining whether to send a team and when selecting teams' room and board, modes of transportation, and determining site specific security precautions.*

As a volunteer with MTI, I understand that security situations in the countries MTI operates can be dynamic. I also understand that it is *my* responsibility to take my personal security seriously and to take an active role in educating myself about the potential risks I choose to undertake. I agree to attend ALL mandatory pre-travel orientations or arrange to speak directly with my MTI Team Coordinator for an individual briefing for the location I will work in.

1. I take full responsibility to research news articles and bulletins related to safety issues in the country(-ies) where I anticipate serving as part of the volunteer placement process.
  - a. Two good sources for security information are the Overseas Security Advisory Council – **OSAC's** website (<http://www.osac.gov>) and the **U.S. Department of State's** Travel Information website (<http://travel.state.gov>).
  - b. I understand that I should monitor these sites during the months leading up to my volunteer trip. I certify that I have read the information provided at these sites.
  - c. Other sources which may provide additional information concerning safety risks include: **Australia's Smart Traveler's** website (<http://smarttraveler.gov.au>) or the **United Kingdom's Foreign and Commonwealth Office** website (<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country>). I certify that I have read about the risks involved in traveling and have reviewed the personal safety precautions through the links listed above.
  - d. I understand that taking safety precautions only reduces risk; it does not eliminate risk.
  - e. If I am unable to obtain the needed information from these websites, I will notify my MTI Program Coordinator as soon as possible to request information.
2. I will enroll in the U.S. State Department's **Smart Traveler Enrollment Program – STEP** (<https://step.state.gov>) or at the website for the country of my citizenship in order for my country to assist me if services are required.
3. I acknowledge receipt of the **Global Safety & Security Policy** from MTI. I have read this document, understand the risks associated with travel and agree to the terms and conditions of the policy.



MTI will carry Medical Evacuation Insurance for volunteers in the event medical evacuation is necessary. Team members who are not participating as volunteers will need to provide their own Medical Evacuation Insurance. This insurance does not cover prior or post trip personal travel.

Medical Teams International reserves the right to exclude volunteers from team travel if any medical conditions could potentially place the volunteer or other team members at risk.

## Acknowledgement of International Volunteer Agreement

**Once agreement is read, please sign and send this page to your coordinator**

I acknowledge that I have carefully read this International Volunteer Agreement. I know and understand the contents thereof and that this document was freely and voluntarily executed. I acknowledge that I was given the opportunity to seek independent legal counsel on any and all matters herein before I signed this Volunteer Agreement. By signing below, I agree to the terms of volunteering stipulated by MTI. Furthermore, I declare that I have not been accused or convicted of any offense involving physical, mental/emotional, or sexual abuse of children.

- I. Terms and Understanding
- II. General Release, Consent & Waiver
- III. Team Code of Conduct
- IV. Child Protection Policy
- V. Global Safety and Security Policy

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*\* same as the name on your passport*

Printed Name: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_  
*\*required for minors*

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_