



Traveler Application

Traveler First Name: _____ Last Name: _____

Preferred name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Business Phone: _____ Other Phone: _____

Email: _____

Date of Birth _____ Age: _____ Gender: _____

Travel companion (if applicable): _____

Preferred Trip Dates: _____ June 7-16, 2019 _____ November 8-17, 2019

Passport: _____ I already have one _____ I will be applying for one

Yellow Fever Vaccination: _____ I already have it _____ I will be getting it

OneVillage Partners has minimum and maximum limits on the number of travelers to be included with each trip. Please do not book your airfare until you have been notified by OVP staff that you will be participating on the trip.

I agree that by submitting this application, I am committed to participate on the OneVillage Partners trip to Sierra Leone on the dates indicated. I have enclosed my signed code of conduct, as well as my \$1,000 trip deposit, which I acknowledge is nonrefundable.

Signature

Date

Signature of Parent/Legal Guardian (if minor)

Date

Once complete, please submit the application to OneVillage Partners at admin@onevillagepartners.org.



CODE OF CONDUCT

This agreement (the "agreement") is entered into by OneVillage Partners (OVP) and _____ ("staff").

All OVP employees and any persons working with OVP such as volunteers, interns, or contract workers (collectively referred to as "staff") must adhere to the organization's Code of Conduct by upholding the Standards of Integrity as outlined below. Any OVP staff must follow these standards when interacting with coworkers, donors, beneficiaries, community members, other INGOs and NGOs, and any other relevant actors.

These standards are therefore set in place to protect OVP staff and other persons with whom OVP staff come in contact. The Standards of Integrity are based on OVP's values and should be respected at all times.

STANDARDS OF INTEGRITY

The following are the minimum standards of behavior that are expected to be reflected in all work and activities by OVP staff.

OVP staff members expectations:

- i. OneVillage Partners has zero tolerance for any forms of harassment, discrimination, or violence in the work place. OVP prohibits discrimination, harassment and retaliation by any employee against another employee or any other stakeholder. OVP will not tolerate offensive or inappropriate actions or behavior, including those related to another's race, color, creed, religion, national origin or ancestry, gender, age, disability which is unrelated to ability to perform the essential functions of the position, veteran status, marital status, citizenship status, sexual orientation, gender identity or expression, pregnancy, genetic information, or status with regard to public assistance, or other classes protected by federal, state or local law.
- ii. OneVillage Partners has a zero tolerance policy for sexual harassment in any form.
- iii. Treat all people with respect and courtesy at all times.
- iv. Abide by all local customs/laws, as well as regional, national, and international laws. Ignorance of the laws or pressure to break a law from another party are not excuses for violating a law.
- v. Romantic relationships between staff members, or the ending of a disclosed romantic relationship between staff members, must be disclosed to the Executive Director. Romantic or sexual relations with beneficiaries is strictly prohibited.



- vi. Ensure that all confidential information, including any report of breaches of these standards, is channeled correctly and handled with utmost discretion and care.
- vii. Staff must avoid conduct off the job that could impair work performance or affect OVP's reputation or organizational interests.
- viii. Uphold the highest standards of efficiency, competence, integrity, confidentiality and transparency, remembering that staff are ambassadors and representatives of OVP in person and through social media, both during and outside of working hours.
- ix. Only authorized persons can make statements or enter agreements on behalf of OVP.
- x. Staff who utilize social media in a manner that makes reference to OVP must follow four basic principles: be transparent that you are an OVP employee; strictly maintain confidentiality of non-public information; be respectful, professional and non-disparaging in any comment or statement that you post; and ensure your statements are honest, accurate and factual.
- xi. Bribery (ranging from soliciting money from persons for employment in the organization to paying money to government officials for speedy processing of documents or exemption from the law) will not be tolerated and will result in immediate dismissal. Never offer or accept bribes of any form.
- xii. Paid staff must obtain prior approval before entering into any employment arrangement outside of OVP. This includes self-employment.
- xiii. Staff have the duty to disclose any actual or possible conflicts of interest, whether financial or personal in nature, prior to entering into a transaction or agreement, or beginning employment with OVP.
- xiv. Staff should never give or accept any gift, favor, special service or treatment as a result of a business relationship, regardless of value, if to do so would compromise business being conducted on the basis of merit.
- xv. OVP assets (including computers, e-mail and internet access) must be used in a manner consistent with this Code and other Company policies, including those relating to harassment and discrimination. Personal use of these assets must be limited and reasonable.
- xvi. Ensure that any knowledge of breaches of these standards by colleagues are immediately reported to the organization via your direct supervisor, who will take prompt investigative action; for more serious matters, (i.e. breaking the law), incidences must also be reported to the proper authorities. If any employee believes that he or she has been subjected to a breach of these standards, such as discrimination or harassment, whether by a manager, a supervisor, a co-worker, or any other person in the work environment, that employee has the right to file a complaint with OVP. This may be done in writing or verbally. All complaints should be directed to OVP's Executive Director or Chairman of the Board.



Any activity or behavior inconsistent with OVP's work and objectives and/or breaches of the above conditions at any time can lead to immediate termination of an employment agreement or other disciplinary actions.

SIGNATURES

By signing below, you acknowledge that you have carefully read all of this agreement and agree that all of the restrictions set forth are fair and reasonably required to protect OVP's interests.

Staff Member and Title:

_____ (Signature) Date: _____

_____ (Typed or Printed Name)

_____ (Title)

OVP Supervisor:

_____ (Signature) Date: _____

_____ (Typed or Printed Name)