

HONDURAS GOOD WORKS
Standards of Conduct While on Brigades
Policies and Procedures

Policy

Honduras Good Works (HGW) is a Christ-centered nonprofit organization that exists to provide charitable, medical, dental, and educational services to underserved poor in Honduras.

- All Staff and participants (participants) are expected:
 - To follow the Harassment Free Work Environment Policy,
 - To perform in a manner that reflects the highest ethical, professional, and culturally appropriate standards of conduct and performance, and
 - To treat others with the respect and dignity Jesus treated others.
- HGW seeks to resolve conduct and performance problems in the most informal and positive manner possible, such as through counseling, coaching, removal from the situation, or supervision.

Definitions

Definitions of harassment are found in the Honduras Good Works Harassment Free Work Environment Policy.

Brigade Participant Behaviors

- As representatives of Honduras Good Works, participants are to exhibit exemplary behaviors. Behavior that does not contribute positively to the well-being of others, to the teams' well-being, or brings discredit upon HGW will be addressed by team leaders.
- Participants are to attend, and be on time to, the morning gathering for roll call and assignments.
- Participants are to follow the directions of the designated team leader or Administrative Office of the Day (AOD).
- Participants are to travel in groups. At night, participants are to stay within the compound and not travel outside designated boundaries. If staying in a village or town, participants are to travel with a Honduran escort or a team member familiar with the culture, customs and who is fluent in the language.
- Participants who choose to moderately consume alcoholic beverages will purchase them at their own expense from outside vendors and bring them unopened to "social hour". Participants who choose to consume alcohol at other times or who are observed as inebriated, will be considered in violation of the standard of conduct. Participants are not allowed to store or consume alcoholic beverages in their individual rooms. Alcoholic beverages that are not consumed during "social hour" will be locked in a designated storage area.
- Participants will begin quiet time at 10 pm and observe a midnight curfew. Unless approved by a Leader or Board Member, all participants are to be in their respective rooms from curfew until morning.

Gift Giving/Receiving Guidelines

Giving of gifts to individuals we serve is discouraged. Although the intent of the giver is good, the results after we leave can cause problems for our host, and jealousy amongst others who did not receive such gifts. Any resources for an individual, such as money or supplies will be presented in the presence of one team member and one local leader. (This constraint does not apply to items brought by the mission team for general distribution to the Honduran people.)

Gift receiving from individuals we serve is to be limited to De Minimis (little or no value) gifts only and are to be disclosed to team leaders.

Dress Guidelines When in Honduras

1. Dress appropriately when working with the Honduran people. Modest dress is recommended for all participants ~~women~~. Short shorts/skirts ~~and~~ or any inappropriate graphic tee shirts are specifically considered inappropriate.
2. Offensive tattoos should be covered with clothing.
3. Sturdy shoes are recommended as the rural villages are unpaved, and paths are rocky and uneven.

Reporting and Investigation of Noncompliance

See Harassment Free Work Environment Policy

Result of Noncompliance to Standard

Violations of standard of conduct may result in restriction to the residence for one day, transport at the violators' expense to Tegucigalpa or to the United States. The consequences will be determined by at least two of the following: Spiritual Advisor, Brigade Coordinator, or Administrative Office of the Day.

Standards of Conduct Acknowledgement

I, _____, acknowledge that I have read the policies: Harassment Free Work Environment and the Standards of Conduct and I agree to comply with the policies and procedures outlined herein.

Signature of Participant

Date of Signature

Revision History

Board Approved: 4/19/2012

Revised and Approved: 3/08/2013; 03/06/2014

Revised by Governance Committee, Risk Manager and Recommended to Board for Adoption on 11/19/2018.

Board Approved: 12/6/2018