

Issued on July 13, 2021

CODE OF CONDUCT (Volunteer)

This Code aims to provide guidance to Volunteers in the context of providing volunteering services to beneficiaries.

Page | 1/2

1. Respect and understand the individual

Volunteers should recognize the ethnic and cultural diversity of the communities being served. Volunteers should respect and be sensitive to the culture of beneficiaries and appreciate the differences among them in respect of their ethnicity, national origin, gender, religion, custom and sexual orientation.

2. Ensure a safe and healthy environment

Volunteers should avoid working alone in an isolated or closed environment with a beneficiary. Try to keep an open door and not position yourself between the beneficiary and an exit route. If unavoidable, please ensure that someone from the organization knows where you are and why.

3. Physical contact

Volunteers must be aware of the kind of games and/or activities they play with children with physical touch. Physical contact with children may be appropriate on certain occasions (e.g. when reassuring them or guiding them in carrying out operations) but this should be kept to a minimum)

4. Behavior

- Volunteers must be aware of their language and behavior. Volunteers must never use inappropriate language or behavior, or do anything that is abusive whether verbal, physical, or otherwise.
- Volunteers must never smoke or be under the influence of alcohol or other substances when volunteering.
- Volunteers must not give a beneficiary any personal items or money.
- Volunteers should not bring gifts for specific Clients or give them directly to a beneficiary. Should a volunteer wish to provide gifts, they should first check with Clean Air Network to ensure the gifts are appropriate and distributed equally or in a fair manner.

5. Personal data

Volunteers must not encourage a beneficiary to pass on sensitive information such as that which may be found on his/her Hong Kong Identification Card or Passport.

Clean Air Network is a company with limited liability and a registered charity in Hong Kong.

23/F., Chun Wo Commercial Center, 23-29 Wing Wo Street, Sheung Wan, Hong Kong
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6. Photography

Volunteers should obtain permission from the beneficiary before taking a photo of them or publishing any materials or stories about them.

Page | 2/2

7. Volunteers must confirm that they have not been convicted of any child or sexual-related crime.

Volunteers must sign and acknowledge the Code of Conduct which outlines Clean Air Network's approach to data usage and privacy, liability and volunteer participation requirements.

Name of Volunteer: _____ ID: _____ X-XX _____ (X)

Sign for Acknowledgement: _____ Date: _____

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