



Norms and Guidelines for Potential Volunteers

While we are grateful for the many visits we receive each year, we also encourage each visitor to read these guidelines carefully in considering whether a trip to Haiti makes sense for him or her. Every visitor or volunteer who stays on grounds at the St. Luke/NPH guest house must first have approval from our staff and an established plan and point of contact in Haiti. Following that, they must read and agree to the guidelines below.

GENERAL

- It is important to remember that volunteers are guests of the St. Luke Foundation. Accepting the host country's culture and our organizations philosophy will accelerate the process of inclusion into the family and help make your stay more productive and rewarding
- The St. Luke Foundation for Haiti is also a guest, currently in Haiti on invitation by the local team. Volunteers represent St. Luke Foundation in all of their actions and we expect guests to keep this in mind throughout their stays
- Volunteers should be positive role models for our children, students and the local staff. They should be life-loving, optimistic, and caring people who join the St. Luke Foundation for the purpose of giving selflessly of themselves
- Children/ students and other people who are not guests at the Villa Francesca guest house are not allowed in volunteer quarters
- Volunteers are to be advised of security concerns in the host country and are expected to abide by rules that the particular National Director establishes because of those concerns
- St. Luke Foundation volunteers are not permitted to become involved in political actions in Haiti
- Volunteers should be accepting of legitimate authority and adhere to the different rules that each of the St. Luke program may have. Volunteers also need to be respectful of local culture and traditions

CLOTHING

- Volunteers must wear appropriate clothing on the St Luke Foundation and NPH premises. Please don't wear shorts or skirts above the knee, low-rider trousers showing underwear, spaghetti straps, low-cut, transparent or very tight clothing. In

general, if you are not showing shoulders, thighs, stomach, cleavage, or underwear you will be considered appropriately dressed.

- Volunteers who work in the school, hospital or the office are encouraged to consider the local norms in relation to dress code and attempt to emulate as much as possible, so that they are more readily accepted as part of the team. In general this means skirts or full-length dress pants with collared shirts, blouses, or polo shirts. Scrubs are worn in the hospital.

SMOKING, DRINKING, AND NOISE POLICY

- Our guest house is not a place to party. While we certainly understand the desire for adults to have a drink with friends and colleagues after a long day's work, we require all visitors staying on our grounds to remain of sound and sober judgment. Drinking in excess is not acceptable. If this guideline is not respected we may ask visitors to leave.
- Smoking and drinking of alcoholic beverages in front of the children, the hospital, the schools and/or inviting the children and young adult of any age to smoke or drink alcoholic beverages is completely prohibited
- Volunteers should never be intoxicated on St. Luke Foundation and NPH grounds. This means refraining from drinking to excess onsite and not coming back to the grounds intoxicated after a night out
- Many of our visitors are medical professionals, and for this reason many like to go to bed early to stay rested for the important and sensitive work of the following day. After 10 pm we request that the noise level be kept low.

RELATIONSHIPS

- It is completely prohibited to have a romantic or sexual relationship with one of the children, regardless of their age
- Relationships between volunteers and other volunteers or staff members are not allowed
- Any sexual relationship between non-married adults on St. Luke Foundation and NPH grounds is prohibited

LEAVING GROUNDS

- For safety reasons, volunteers are NEVER allowed to take motorcycle taxi or other public transportations. It is recommended that you call your volunteer coordinator or the manager of the Villa Francesca.

MASS

Mass is a regular feature of life before starting to work. We have scheduled in the Chapel Sainte Philomene at St. Damien hospital every morning at 7:00 from Monday to Saturday and Sunday evening at 7:00. In addition, we often celebrate special spiritual occasions with a

service. Volunteers and employees, regardless of their religious background or spiritual beliefs, are invited and encouraged to participate.

AGE RESTRICTIONS

We ask that all parents give serious and thoughtful consideration before bringing underage visitors to Haiti. Our suggested age limit for visitors to our programs is 16.

While this age limit is a strong suggestion, it is not *impossible* for a young person under 16 to visit. We do not encourage it, but exceptions may be made in very special and specific cases.

Anyone under 18 must be in the full care and responsibility of a parent, guardian, or team leader. We can not take responsibility for minors, and for that reason each minor must be accompanied by an adult who signs a document stating clearly that the minor is under their responsibility and will be supervised 24/7 while in Haiti.

DRIVING

Generally, volunteers are neither expected nor allowed to drive St. Luke Foundation and NPH vehicles.

GROUND FOR DISMISSAL

- Dating or any kind of romantic involvement between a volunteer and any of the children or students of any age will lead to immediate dismissal
- Inappropriate behavior such as sexual relationships among unmarried adults on the St. Luke Foundation and NPH property, and affairs between a volunteer and staff, are grounds for dismissal
- Use of illegal drugs or inducing others to use illegal drugs will lead to immediate dismissal
- Poor work performance, lack of adherence to St. Luke Foundation rules, or inability to maintain healthy relationships with other volunteers and/or staff are grounds for dismissal

ST. LUKE'S HOSPITAL POLICY

Medical teams will be given a more exhaustive list of guidelines, but generally speaking all visitors should be aware that children and non-medical staff are NOT allowed in medical areas. Without expressly granted permission non-medical visitors should not enter St. Luke's Hospital, including the ER, ICU, general wards, cholera treatment, and surgery.

GRIEVANCE PROCESS

Any discrepancies the volunteer feels with his working conditions, other volunteers, superiors etc. please try to resolve first with your Volunteer Coordinator. If the problem persists, please try to resolve with the St. Luke Foundation Program Director. If there is still no chance to resolve the problem effectively there is an "ombuds(wo)man", who is elected on an annual

basis, that you can talk to. This person will treat your problem confidently and try to resolve it on the higher level.

The current Ombudsman is Rev. Richard Leo Frechette.

After reading and understanding the St. Luke Foundation, Haiti Norms and Guidelines, please sign below. By signing this form, you agree to abide by the expectations, policies and, behavioral norms of long-term and short term volunteers

Signature of Volunteer

Date