



MEDLIFE Volunteer Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of MEDLIFE.

Confidential Information

As a MEDLIFE volunteer, you may have access to confidential information relating to MEDLIFE that is not generally known and could not easily be discovered by a person or entity outside of MEDLIFE (“Confidential Information”). Confidential information includes, but is not limited to, donor lists, information relating to MEDLIFE staff, clients, operations, finances, and activities. Confidential Information includes all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form.

Upon termination of volunteer status with MEDLIFE, the volunteer hereby agrees to deliver promptly to MEDLIFE all memoranda, notes, records, manuals, donations (financial or other) or other documents, including all copies of such materials, containing Confidential Information, whether made or compiled by the volunteer or furnished to the volunteer from any source by virtue of volunteer’s relationship with MEDLIFE and to destroy any electronic or other copies thereof remaining in his possession.

The volunteer agrees that inventions, modifications, designs, ideas, technology, and any and all other information regarding MEDLIFE operations that result from volunteer’s work for MEDLIFE are the sole and exclusive property of MEDLIFE and volunteer assigns all right, title and interest in such property to MEDLIFE.

The volunteer agrees that all donations received using MEDLIFE promotional materials (including but not limited to MEDLIFE’s name, logo, website, flyers, and brochures), intended for MEDLIFE or advertised as being donated to MEDLIFE must be donated to MEDLIFE within five (5) days of donation. Using funds that have been donated to MEDLIFE for other purposes may be subject to injunctive action and criminal and/or civil penalties.



MEDLIFE may terminate the volunteer's relationship with MEDLIFE for unauthorized disclosure of Confidential Information unless the Confidential Information has become publicly available before the volunteer's disclosure or is required to be disclosed by law. The volunteer recognizes that unauthorized disclosure of Confidential Information could subject the volunteer to injunctive action and criminal and/or civil penalties.

MEDLIFE may change this agreement at any time as it deems necessary.

MEDLIFE Code of Ethics

This Code of Ethics applies to all volunteers associated with and/or involved in the activities or affairs of MEDLIFE. Its purpose is to inform volunteers of the ethical standards they are held to during their time with MEDLIFE.

Interpersonal Conduct

Volunteers must treat each other, MEDLIFE staff, MEDLIFE patients, and members of the public in a courteous, dignified, and respectful manner. Volunteers must not engage in behaviors that demean, ridicule, or intimidate others, such as bullying, discrimination, and harassment.

Medical Activities

During Mobile Clinics and all other medical activities, the role of the volunteer is to observe and shadow local medical professionals. Volunteers must follow the instructions of the local medical professionals and provide assistance only under their supervision and direction. Volunteers must not carry out medical procedures unless they have local qualifications and experience.

Volunteering With Children

When interacting with children, volunteers must maintain appropriate standards of behavior and remain in open spaces where they can be seen by other adults. If you encounter a case of suspected abuse or if a child reports abuse, you should inform MEDLIFE staff immediately.



Photography

It is not permitted to take photos during medical care or in the clinic. Please be respectful with all patients, as they are receiving medical attention. A MEDLIFE communications professional will be taking photos during the week and will upload them to social networking websites. The link will be sent to your email address after the trip.

If ever in doubt on whether taking a photo is appropriate, do not hesitate to ask a MEDLIFE staff member or the patient regarding the boundaries of staying professional and respectful.

Personal Safety/Responsibility

For your personal safety, all volunteers should travel in small groups when leaving the hostel and when travelling without MEDLIFE staff. If you're planning to leave the hostel, please alert MEDLIFE staff, no matter how short the planned outing is.

Avoid touching and interacting with stray animals, as they may have diseases or a poor temperament. Also avoid drinking tap water and exercise caution when eating street food, especially meat.

Flexibility is a necessity. We work in some of the poorest areas in the world and as you visit these areas it is important to keep in mind that daily events will not always be on time or go perfectly. MEDLIFE appreciates your ability to adapt to unforeseen schedule delays during your trip.

Clothing

In Peru and Ecuador, there are no strict rules in place regarding what you can and can't wear. In any country, modesty is always encouraged as it will draw less unnecessary or potentially unwanted attention.

Tanzania is a religiously diverse country as are the communities we serve. They are very conservative in their dress, so we request all female volunteers to wear long skirts or pants (no leggings or shorts) to respect the local people. The general rule in Tanzania during Mobile Clinics is that no knees, shoulders, or cleavage can be



showing. Our outward appearance is the first impression anyone will have of our team, so we want to be respectful and professional to instill confidence in the care we provide.

Grounds for Dismissal

Volunteers must obey all established rules for MEDLIFE Service Learning Trips. Failure to comply will result in a ban from volunteering in any event related to the Service Learning Trip, and/or from staying in the hotel that is designated for Mobile Clinic volunteers. Rules may change from clinic to clinic as our cultural areas are different and require different behavior. In general, grounds for dismissal will include: breaking the law in the host country, inappropriate or unprofessional behavior towards patients or employees, use of illegal substances, or abuse of alcohol.

MEDLIFE understands that volunteers are enthused about spending time in a new country and experiencing as much as possible during that duration. However, abuse of alcohol to the point where it interferes with our Mobile Clinics and/or development projects is unacceptable. We expect volunteers to conduct themselves in a mature manner so that they are able to give maximum effort to the patients and communities we serve. As a volunteer, you are an ambassador of MEDLIFE during your trip and it is your responsibility to act accordingly and make smart decisions.