

Volunteer Team Leader Agreement

This document establishes a willingness to collaborate between the volunteer team leader and Habitat for Humanity Canada's Global Village program. It sets forth the expectations and responsibilities of each party, if the named organization and team leader are accepted to participate in a Global Village volunteer build.

Team Leader

Habitat Canada is a part of a global network seeking to realize the vision that everyone has a safe and decent place to live. The Global Engagement (GE) team works to mobilize volunteers and funding to drive impact in communities around the world and domestically in Canada through our Global Village program. You, the volunteer team leader, are a critical part of our team and act as a brand ambassador by helping us implement Habitat for Humanity Canada's vision for engaging volunteers with the goal of facilitating safe and successful volunteer builds at home and abroad. This accountability is shared and achieved through close collaboration with the Volunteer Program Specialist (VPS) in addition to host countries and local Habitats before, during, and after the Global Village experience. The key deliverables of the volunteer team leader that help us serve all facets of our mission and operation are comprehensive but not limited to volunteer and financial management, customer service, communications, risk management, logistics, advocacy, education and awareness.

By participating as a volunteer team leader, in addition to fulfilling the responsibilities as outlined in the volunteer description for a Global Village team leader, I agree to the following conditions:

- 1. Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the Habitat for Humanity International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited. Under no circumstances, may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.
 - I will partner and communicate respectfully with team members, team leaders, Habitat for Humanity Canada staff, host countries, local Habitats and community members.
 - I will behave in a manner that is culturally sensitive and consistent with the guidelines outlined in [Habitat for Humanity Canada's Global Village volunteer social media toolkit](#). This means gaining consent and only producing stories, photographs, and videos

for community education, awareness, and fundraising purposes that are humane, realistic, dignified and respectful.

2. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
 - I have completed a standard two day (16-hour) First Aid & Adult CPR course or have been re-certified through a standard one day course.
 - I agree to make group safety a top priority and will promptly report any unsafe conditions or incidents to Habitat for Humanity Canada staff. This includes in the preparation and delivery of post-build activities.
3. **Uphold a zero-tolerance policy for alcohol, drugs and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
4. **Protect ministry assets:** Use reasonable care to protect all Habitat for Humanity resources. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
 - I understand my role and responsibilities and will execute my duties to the best of my abilities. This includes but is not limited to interviewing and accepting team members, notifying gvapplications@habitat.ca of accepted team members, in addition to completing a pre-departure and re-entry call with the Volunteer Program Specialist.
 - I will follow Habitat for Humanity Canada's policies and procedures as per the **Team Leader Manual and policies online** and my training. This includes following guidelines with respect to minors, payment deadlines, air travel, risk management practices, emergency and administration funds, global data protection regulation, criminal record checks and build reconciliations.
 - I realize that I am subject to a code of conduct similar to that which binds the professionals in the field in which I volunteer.
 - I am aware of the requirement to complete a required Criminal Record Check or Vulnerable Sector Check every three years.
5. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from Habitat for Humanity Canada, you



We build strength, stability and self-reliance.

will not disclose confidential Habitat Canada information or confidential information given to you by others.

- I will adhere to any local, national, and international laws, including those that pertain to driving and protecting the privacy rights of team members.
- I will not disclose confidential information that I will be exposed to through my volunteer role. Team leaders are responsible for maintaining the confidentiality of all proprietary and privileged information to which they are exposed to while volunteering with Habitat for Humanity Canada Global Village. It is essential that all team information, whether read, heard, or observed be treated as confidential before, during, and after your commitment with Habitat Canada.

I have read and fully understand and agree with the contents of this Agreement.

Team leader printed name: _____ Signature: _____

Date signed: _____