

## THE PLANET CALLS VOLUNTEERS AGREEMENT & CODE OF CONDUCT

Full name: Tahsin Ahmed

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Volunteer Role: Web Developer

Job description: Helping on TPC's websites and any web related thing

Minimum number of hours per day that I commit to volunteering for The Planet Calls:

I, .....Tahsin Ahmed..... (full name), do hereby commit myself to a minimum period of six months as a volunteer to The Planet Calls, and I agree to the following terms and conditions for enrolment into the Volunteer Program with The Planet Calls CLG, a non-profit registered in Ireland at the registered address of: Ground Floor

71 Lower Baggot Street  
Dublin D02 P593  
Dublin, Ireland

I agree to uphold the Code of Conduct and Rules at all times when carrying out my duties and interactions as a Volunteer at The Planet Calls.

### 1. Conduct

i) I AGREE TO BE RESPONSIBLE: I will carry out the duties responsibly, safely and in a competent manner. The primary responsibility is to provide service to the public and to the stakeholders without being judgemental or biased. I may not provide information to the public and to the stakeholders that are misrepresented or falsified.

ii) I AGREE TO BE RESPECTFUL: I will respect all persons I come across as an individual and honour their integrity without prejudice to their economic status, abilities, race and customs, cultural and religious needs.

iii) I AGREE TO BE PRESENT: I will attend to the duties diligently; If I need to take a leave of absence or want to quit, I will give THE PLANET CALLS two weeks notice so that they can replace me if necessary. Should there be an absolute need for abrupt withdrawal from the duties, I shall inform the Project Manager before leaving and hand-over any responsibilities in a professional and diligent manner.

iv) I AGREE TO BE DISCERNING: I will behave in the most appropriate manner during the duties that will not create liability or bring into disrepute The Planet Calls. I will avoid engaging in activities or actions that will bring any harm (physical or mental) to another person or property. I will exercise judgement in extending help, especially in monetary terms, beyond the scope of duties, or seek/accept rewards, benefits or gifts without authorisation from the Directors of The Planet Calls..

## **2. Protection of Confidential Information**

i) All information confidential to The Planet Calls, especially personal data of the Directors and Stakeholders, may not be disclosed or used for any other purposes except as reasonably necessary to enable me to fulfil my voluntary responsibilities with The Planet Calls. If in doubt I will check with the Project Manager at The Planet Calls if there are any queries or doubts. Photographs and videos are considered personal data of the person photographed or filmed. If I would like to take photographs or videos with Directors and/or Stakeholders, written consent is required to be sought from every individual. I will avoid asking those who have already been identified as not wanting to be photographed or filmed. I will destroy all copies of contact lists and any documents comprising personal data of the Directors and Stakeholders, and all other confidential information of The Planet Calls immediately after the contact list is returned to The Planet Calls and the purpose of retaining the information is no longer necessary to fulfil the voluntary role and duties.

## **3. Conflict of Interest**

i) I agree that I may not assume roles in other organisations, having other personal commitments, or be in any situation that will give rise to conflict of interest during their period of voluntary role or duties with The Planet Calls. I will not use or allow others to use The Planet Calls' name, property, resources, information or funds for any purpose other than that required for the voluntary duties. I will not act as a spokesperson for The Planet Calls unless prior permission or authority has been given.

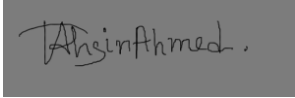
## **4. Terms and Conditions**

- i) I am aware that I am representing The Planet Calls, and understand the mission and core values of the organisation.
- ii) I will be punctual for my voluntary duties.
- iii) I will lead by example and be a good role model for volunteers more junior than myself.
- iv) I will be mindful and respectful of the personal boundaries of all persons I come into contact with during my duties and will maintain appropriate behaviour at all times.
- v) I will dress modestly and appropriately when having live or online meetings with all stakeholders.
- vi) I will maintain confidentiality and respect the privacy of all persons I come into contact with during my duties.
- vii) I will respect the feelings of all the other volunteers, Directors and all stakeholders I come into contact with.
- viii) I will use plenty of encouragement and praise when dealing with more junior volunteers.
- ix) I will not proselytise, i.e. preaching or attempting to convert people to another religion.
- x) I will not solicit sales or promotion of services of any kind to anyone I come across during my voluntary duties.
- xi) I will not verbally, emotionally or physically abuse any persons I come into contact with, including using profanities or derogatory remarks.

- xii) I will not upload photographs or videos of anyone at The Planet Calls to an online platform, including website, blog or any form of social media without their written permission.
- xiii) I will not share information on the Directors and Stakeholders with others.
- xiv) I have read and understood the Sexual Harassment Rules of the Workplace and agree to abide by them at all times.

Signed on this      Day 23th      in the year      2021 in the city of Bangladesh      .

\_\_\_\_\_  
Volunteer



\_\_\_\_\_  
Full name

\_\_\_\_\_  
The Planet Calls Director

\_\_\_\_\_  
Full name

## SEXUAL HARASSMENT RULES OF THE WORKPLACE

The Planet Calls does not condone sexual harassment under any circumstances. Any Volunteer found to be sexually harassing anyone, including Directors, Volunteers or Stakeholders will be immediately removed from the team and suspended without notice.



Here are some examples of sexual harassment in the workplace.

- Displaying inappropriate sexual images or posters in the workplace
- Telling lewd jokes, or sharing sexual anecdotes
- Making inappropriate sexual gestures
- Staring in a sexually suggestive or offensive manner, or whistling
- Making sexual comments about appearance, clothing, or body parts
- Inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person
- Asking sexual questions, such as inquiries about someone's sexual history, their sexual orientation or their marital/relationship status.
- Making offensive comments about someone's sexual orientation or gender identity

- Sharing sexually inappropriate images or videos, such as pornography or salacious gifs, with co-workers
- Sending suggestive letters, notes, or emails
- Making suggestive comments on co-worker's profile photographs
- Any unwanted interest or attention of a romantic and/or sexual nature
- Contacting co-workers after working hours on their personal email or cell phones unless you have been invited to do so can also be viewed as sexual harassment if the messages are deemed inappropriate
- Sending connection requests to co-worker's social media profiles without their invitation or without their prior approval can also be viewed as sexual harassment if the connection requests are deemed inappropriate

These are just a few examples of sexual harassment.

**Bottom line:** Any actions or words with a sexual connotation that interfere with a co-worker's ability to work or create an uncomfortable atmosphere are considered sexual harassment.

**In view of the above PLEASE RESPECT THE FOLLOWING RULES:**

- Do not communicate with your co-workers after hours unless absolutely necessary for work purposes only and explain the reason for the contact.
- Do not send social media connection requests to anyone on the team unless invited to do so.
- Do not make any comments on co-worker's profile photographs, body, or appearances.
- Keep all communication strictly professional and avoid asking questions about your co-worker's sexual orientation and/or marital/relationship status.
- Do not ask your co-workers out on dates or suggest after hours video calls.
- Keep all interactions strictly professional at all times.
- If you are romantically interested in anyone on the team, keep the information to yourself and do not act on this interest as this may be viewed as sexual harassment.
- If at any time a team member indicates to you that they are uncomfortable with any verbal or physical contact of any nature, immediately back off and refrain from engaging with them except when absolutely necessary, and then keep these interactions respectful. Any interaction where sarcasm, aggression or nastiness is displayed after a co-worker has asked you to back off will be deemed as harassment and you will be immediately suspended if you are found to be guilty.

If any Volunteer or Stakeholder makes you feel uncomfortable in any way, or ignores the above rules, please report this immediately to your project manager or a director of The Planet Calls who will further investigate the situation without delay.