## Code of Ethics

A Code of Ethics is a declaration of conduct expected of a group of people belonging to the same organization. It is based on values and beliefs of that group. The Code is used as a guide for all members that participate, no matter what status they hold, or what activity they are involved in, within that group.

Members of Project Vietnam Inc. should bear in mind that their conduct must always be based on their obligations to other members, the organization itself and the people they are working with on a voluntary basis.

One senseless action has the potential to discredit the person involved and the entire organization.

Ethical requirements of all members of Project Vietnam include that they must:-

1. Respect the customs and beliefs of all peoples they encounter.
2. Accept the rights of individuals to hold a different point of view.
3. Provide appropriate assistance to the best of their ability as a volunteer, without restriction, in regard of race, religion, politics and social status.
4. Maintain at all times the highest standard of professionalism.
5. Recognize the extent and limitations of their professional abilities and expertise and not go beyond those boundaries.
6. Ensure work is based on the need of the community in which they are working.
7. Support and promote the fundamental principles of the organization.
8. Refer to a senior member of the organization any problem that beyond their capacity to resolve.
9. Not disclose any personal information entrusted to them, inappropriately.
10. Be familiar with the regulations of the organization and abide by those regulations at all times.
11. Act in a way that maintains, or enhances, the standing of the Project Vietnam Inc. within the community.
12. Be aware that behavior considered unacceptable or damaging to the name or welfare of the organization, will result in instant dismissal as a member and their work as a volunteer will cease immediately.

**UNDERTAKING:**

I,

of

Acknowledge that I have read the PVI Code of Ethics and understand the requirements of being a team member.

* I undertake to conduct myself as a professional at all times and in accordance with the Code of Ethics of which I have received a copy.
* I understand that the PVI executive and/or Team Co-ordinator reserve their rights to withdraw their offer to me of a place in the team if I fail to observe any of its specified requirements either prior to departure or during our time in Vietnam.
* I undertake to treat all team members and local people with dignity and respect and understand that a breach of this requirement will result in my immediate removal from the team.
* By signing this ‘Undertaking’ I understand that I am agreeing to participate in all team activities.

SIGNATURE:

Return completed form to:

Secretary PVI, PO Box 299 Golden Beach Qld 4551

Email: projectvietnam@hotmail.com

DATE: