

Behavioral Expectations and Code of Conduct

I (participant and/or parent of a minor participant) acknowledge and agree:

I understand that Global Works reserves the right to dismiss the participant from a course if it believes, in its sole discretion, the participant presents a safety concern or medical risk, is disruptive, violates Global Works' rules or policies, or otherwise conducts him/herself in a manner detrimental to Global Works or other participants. I acknowledge and understand that, among other things, possession or use of any weapons, sexual activity, unauthorized absence from the group, violating curfew, use of tobacco products, unsafe and destructive behavior, body alteration – including tattoos and piercings – and use of illicit drugs or alcohol are all grounds for immediate dismissal from the program. If the participant is dismissed or departs for any reason, no refund of the program tuition will be given. I am solely responsible for all costs of early departure whether for medical reasons, dismissal, personal emergencies, behavior issues, or otherwise. These costs include, but may not be limited to plane, train, or bus fare, and meals or accommodations. I understand that in cases of early dismissal or withdrawal, accompaniment by a Global Works leader on the flight(s) home will not be possible, however at the request of a minor participant's parent, Global Works will attempt to arrange for the participant to be treated as an unaccompanied minor by the airline when possible. I agree that Global Works' responsibility for the participant ends with the Participant's dismissal or withdrawal from the program.

PART III: GLOBAL WORKS POLICIES FOR PARTICIPANTS AND STAFF

CHAPTER 1: HARASSMENT & DISCRIMINATION POLICY, TRAINING, & REPORTING

GW'S Harassment & Discrimination Policy

Harassment & discrimination of any kind are prohibited on a Global Works program and in the Global Works workplace; and will not be tolerated. We aim to promote a respectful culture and safe(r) spaces for all members of the Global Works community. Staff and students are encouraged to report conduct that they believe may be harassment (or if left unaddressed may rise to the level of harassment), even if they are not sure that the conduct violates the policy. Each complaint is to be investigated fully and, to the extent which is possible, confidentially. Global Works does not tolerate retaliation against anyone who complains about harassment or discrimination. Global Works takes appropriate disciplinary action that is proportionate to the severity of the harassment. Action can and may include dismissal from program in the case of a student or staff dismissal from his/her/their employment contract in the case of a trip leader or director.

What is the difference between sexual and non-sexual harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. [Source: EEOC.gov]

Behavior such as making racist or negative comments can be construed as workplace harassment. Offensive gestures, drawings, or clothing also constitute harassment. It is considered bullying. [Source: EEOC.gov] Non-sexual harassment may be physical or verbal. Words matter. Verbal attacks addressing race, gender, sexual orientation, or religion are abusive and cause harm, and are considered discriminatory.

Harassment & discrimination may occur between students, staff, trip leaders, directors, outfitters, and/or community partners. It is important to be cognizant and sensitive to power differentials and hierarchy, perceived or otherwise. However, the harasser need not be a supervisor, nor of the opposite gender.

Examples of Harassment & Discrimination

The following are examples of prohibited behavior that is considered harassment and/or discriminatory (this is not an exhaustive list):

- Epithets, slurs, nicknames, insults or negative stereotyping
- Verbally abusing, threatening, humiliating, belittling, or taunting someone based on race, gender or other differentiating characteristic. This can include catcalls, staring, and whistling.
- Verbal abuse or innuendo, or the use of derogatory words
- An open display of objects or pictures offensive to an individual or a group
- Written or graphic material that demeans, ridicules or shows hostility toward an individual or a group
- Repeated sexual flirtations, advances or propositions that are unwelcome (whether or not they involve sexual touching)
- Physical contact, such as touching, brushing against, hugging, kissing, patting, slapping, groping or pinching that is uninvited or unwanted by the other person
- Following someone (by foot, in a car, or on a bike, etc.)
- Comments of a sexual nature about an individual's body or sexual terms used to describe an individual
- Verbal abuse or innuendo of a sexual nature
- Comments about sexual activity, deficiencies or prowess
- Gossip regarding one's sex life
- Jokes or remarks of a sexual nature
- An open display of sexually suggestive objects, images, videos, etc.
- Obscene gestures or suggestive or insulting sounds
- The demand for sexual favors, particularly, but not only, in exchange for job benefits or job enhancements
- Indecent exposure or flashing.

Five ways GW staff address and prevent harassment and discrimination on a GW program:

1. **"Clear and concise is nice." Inform participants about GW's Harassment and Discrimination Policy.** Be clear, strong, and consistent in your communication about the GW Harassment and Discrimination Policy. State and/or display the policy throughout the program. Encourage questions and discussion. The policy can be found in the Staff Manual (see above) and Documentation Journal.
2. **"Be the adult in the room." Be intentional and accountable for your own actions and words.** Students look to the trip leader & country director to be an inclusive, respectful, and engaged mentor. Examples on how to do this include (this is not an exhaustive list):
 - a. Be aware and sensitive of group dynamics, and that students come from different backgrounds, beliefs, and needs.
 - b. Sarcasm can be divisive. Avoid sarcasm.
 - c. Do not use explicit or derogatory language ever, even when telling jokes or stories.
 - d. Do not display sexually explicit photos, images, videos, or materials.
 - e. Do not engage in excessively personal conversations in person, on the phone, via texts or social media.
 - f. Hold individual weather checks in a public space (albeit away from the group). Do not hold one-on-one meetings with a student in a room with a closed door ever.

- g. Do not comment on students' physical appearance, including manner of dress and physical attributes.
 - h. Promote fist bumps and high fives. Avoid all other touching of students.
 - i. Plan room assignments intentionally and have heightened awareness if there are roommate "issues". Note that this goes for co-leaders, too!
 - j. Do not give students rides alone in a car (In case of medical/ behavior emergency, this may be necessary).
 - k. Do not plan or go on excursions or activities with an individual student.
- 3. Empower Bystanders** Highlight the role and your support of bystander intervention. Do this with your students, outfitters, and program partners, including homestay families. The goal of bystander intervention is to change passive bystanders into active bystanders who feel confident in their ability to "discourage, prevent, or interrupt" an incident involving sexual harassment, non-sexual harassment, or discrimination.
- 4. "Don't make it worse."** Assess harassment risk factors. Be proactive and take steps to minimize or eliminate those risks. Unaddressed conduct can and will escalate. Examples on how to be proactive and to minimize or eliminate risk factors include:
- a. Promote a culture of respect free of harassment and discrimination (see #2).
 - b. Discuss and agree upon a group agreement/ contract and return to it often throughout the program.
 - c. Highlight the role and support of bystander intervention. (See Bystander Empowerment)
 - d. Teambuild! Group dynamic activities- do these also with local partners and homestay families!
 - e. Hold group weather checks often and consistently.
 - f. Allow all voices to be heard.
 - g. Explore diversity in the group and in the program locales in an inclusive and equitable manner.
 - h. Promptly address and report any prohibitive conduct that you incur, observe, or hear. Encourage victims and bystanders to do the same.
- 5. "Communication is key." Inform about GW's reporting and complaint procedures.** Stick to your group's individual weather check schedules and questions. On CGT trips and/or programs with more than one GW leader, hold leader team meetings. Create safe(r) space for students, to report harassment or discriminatory conduct or to you, the trip leader. Everyone needs to know and understand what the reporting process is. (See "Reporting of incident" below.)

Reporting an incident of harassment or discrimination

Global Works has established the following procedure for reporting an incident of harassment &/or discrimination. All aspects of this procedure will remain confidential to the extent reasonably possible.

1. Complaints are to be submitted as soon as possible after an incident has occurred.
2. Complaints may be dictated verbally (in person, during weather checks, phone calls, etc.) or in writing (via email, text, WhatsApp). Students may report to their trip leaders, the country director, or directly to the GW Directors, who in turn may report on the students' behalf. Trip leaders and country directors report to GW Directors:

Polly Moriarty: polly@globalworkstravel.com, 303-819-4384

Fritz Moriarty: fritz@globalworkstravel.com, 303-819-4380

3. In regards to complaints about the GW Directors, reports may be directed to the Country Director.
4. The incident report includes: date, location, persons involved (harasser, victim, and witnesses), description of incident, lead-up to incident, mitigated risk factors (if any), and bystander testimonies.
5. The complaint may be directed to Global Works legal counsel, Doug Stevens.
6. Global Works will initiate an investigation. The investigation will be prompt, thorough, and impartial.
7. Global Works will take appropriate disciplinary action that is proportionate to the severity of the harassment. Action may include dismissal from program in the case of a student or staff dismissal from his/her/their employment contract in the case of a trip leader or director.
8. Global Works will meet with all parties separately.
9. If the program is in progress, appropriate discussions and debriefs will be held with the remaining students, trip leaders, and anyone else involved, welcoming questions and concerns.

Questions for Training and Reflection

1. Consider your program location. What are risk factors for sexual harassment? Non-sexual harassment? How can you mitigate those risk factors?
2. Does the harasser need to be a student? Why or why not?
3. Does the harasser need to be the opposite sex of the victim? Why or why not?
4. On a GW program, where are the areas of power imbalances, perceived or not?
5. Who do you report an incident of harassment or discrimination to? How would you report it?
6. How can you, as a trip leader, equip your students with tools and knowledge regarding reporting? How can you equip your co-leaders? Your program partners?
7. Imagine a student coming to you to report an incident as a bystander (not the harasser or the victim). How do you respond? Think of 3-4 clear steps.

Chapter 2: POLICIES AND RULES FOR PARTICIPANTS

Tobacco Use Policy for Students

Possession or use of tobacco products by students may be cause for early dismissal. We do not condone the use of tobacco products for obvious health reasons and the fact that it often becomes a divisive issue for the group. Smokers have the potential to make smoking into a social clique, as they exclusively take off somewhere to share cigarettes. Also, it is NOT the image we want to present to these communities. In addition, we do not want students to arrive home after the program having picked up or maintained this bad habit on our programs without parent's knowledge and/or approval.

If a student is caught smoking, or if all the evidence is clear that they have been using or in possession of tobacco, they are put "on warning." Communication must be made as soon as possible with the Home Office whenever a student is put "on warning". The determination will then be made who and what will be communicated with the parents. In certain circumstances where we determine a student has a tobacco addiction, we have discussed this matter with the parents and staff, and we feel this addiction may be managed with minimal disruption to the group, we have allowed students to continue smoking under the terms of a very restrictive contract (for example...they must minimize their use, never use in front of the group, and can only use when deemed convenient and approved by the staff). Such contracts must be always be discussed and signed by parents, staff, and the Home Office. Under such circumstances, our position has been that we give a participant a chance to continue participating while actively "managing" their addiction as we are not a "therapeutic institution" and thus may not be able to break a pre-existing addiction. Violation of the terms of such a contract is usually grounds for students being dismissed from the program.

Alcohol and Drug Use Policy for Students

For students, the use or possession of alcoholic beverages or any type of drug is not permitted and may be cause for early dismissal from a program. Any time the staff have knowledge and/or evidence that a participant has been using, or is in possession of, drugs or alcohol, the Home Office *must* be called and informed. In nearly all cases involving confirmed drug or alcohol use, there will be consequences and punishment for each infraction. The Home Office and staff will need to take into account extenuating circumstances before determining what those consequences will be. The way to present this rule to the kids is to say, "We reserve the right to send any kid home for use of alcoholic beverages, drugs, or tobacco products and every year students have been sent home for violating these rules." What we say in our mailings...

REMIND ME ONE MORE TIME!

Please remember that drugs, alcohol and tobacco are not permitted. Our leaders reserve the right to provide a speedy trip home if they find evidence of the alcohol or drug rule being violated. Such a disruption to the group is unpleasant business, but it is absolutely necessary. We are a community working together, and this is a must for the safety and health of the group. Ultimately, it is each student's individual responsibility to abide by these rules.

STEPS FOR HANDLING SITUATIONS INVOLVING ALCOHOL OR DRUG USE WITH STUDENTS:

- Step 1. Isolate and separate the students involved. Make sure they are safe. Take them to a secure place to sober up if necessary. Avoid making "knee jerk" decisions or statements regarding the consequences to the students. Stay calm and level-headed. Tell students you're not sure what the consequences will be and you need to collect more information, talk to the other leaders, the student's parents, and the home office first.
- Step 2. Call the Home Office as soon as possible to relay the incident. (Nothing could be worse than us hearing about it from the parents first!) Use the GW Incident Radio Report to report the incident and assure that all details are getting communicated.
- Step 3. One leader talks to each student individually about his/ her/ their account of what happened. Document everything!
- Step 4. Another leader (or the same leader if another is not available) collect as much information from other community members, students, or bystanders as possible. Document everything!
- Step 5. Call the Home Office immediately (again) to relay the new information you've gathered. Use your notes as they were reported by the students and other witnesses to relay the details of the incident to the home office. Use the GW Incident Radio Report!
- Step 6. Decisions regarding consequences and who will communicate with the parents should only be made in consultation with the Home Office. It is also very important that steps are discussed involving the communication and follow up with the rest of the group.
- Step 7. Take it seriously but don't take it personally! It is always disappointing to find that students have betrayed the trust of the group and leaders. Teens are bound to make poor decisions every once in awhile and we hope, whatever the consequence may be, that these situations will be a learning experience.
- Step 8- Re-group with the rest of the students, discuss, reflect on it.

POLICY REGARDING RELATIONSHIPS FOR PARTICIPANTS

1. Exclusive and/or romantic relationships between Global Works participants should be pro-actively discouraged and managed by the staff for reasons of group cohesion and dynamics. Romantic language and/or acts made publicly in front of other group members interfere with a positive group experience and should be addressed by the staff. The group must be made #1 priority and consideration in these matters.

2. Exclusive and/or romantic relationships between Global Works participants and local community members are prohibited. Reasons for prohibiting such relationships include:
 - a) In the interest of maintaining a lasting professional and mutually beneficial relationship with host communities.
 - b) In light of the short duration of stay for GW participants – Here today, gone tomorrow.
 - c) In the interest of building sisterly and brotherly partnerships.
 - d) In light of participants' responsibility to set an example of appropriate and respectable behavior - acting on behalf of themselves, their country, their home culture(s), and GW.
 - e) In respect to precedents of behavior set by other visitors.
3. Sexual relationships (defined as sexual intercourse; oral sex; or lying together naked) are strictly prohibited for participants while participating on a Global Works trip. Staff should contact the Home Office immediately if you have knowledge and/or evidence that a Global Works participant has been involved in a sexual relationship during the trip.

GW Incident Radio Report

GW Incident Radio Report
Subjective/ Summary/ Story: (Tell us the Who/ What / Where) "This is (Leader Name) _____ calling from _____ (GW Group Name) with an incident report." "We are currently located at _____." "I have (Student Name) with me and the main incident is _____." "Relevant history includes _____." Assessment: (Problem List) "We suspect the following problems _____." Plan and Parents: "Our plan includes _____." "Our plan for contacting the patient's parents is: _____." "The best number to call us back on is: _____." <p style="text-align: center;"><i>~Clear and Concise is Nice! / Documentation is Key!~</i></p>

CHAPTER 3: GLOBAL WORKS POLICIES AND RULES FOR STAFF

Alcohol and Tobacco Use for Staff

For staff, the use or possession of any type of drug, alcohol, or tobacco product is forbidden at all times when "on duty." The staff is permitted to use alcohol or tobacco during their time off as long as it is far away from the students and does not interfere with job performance (i.e. hangovers), and you do not operate Global Works equipment, or do anything illegal such as drinking and driving. You are also not permitted to drink or use tobacco products in a location where students may see or find you drinking or using tobacco. At no time during the trip is it acceptable for more than one staff members to be "off duty" or drinking. It is imperative that someone is always available to speak with/drive/attend to the students and/or parents. On the Global Works employment application every one of you stated that you were either not a smoker or that you could abstain from using tobacco for the entire length of employment at Global Works, and that is exactly what we expect of you.

Policy Regarding Relationships for Staff

The following is an outline of Global Works' policies for staff regarding sexual and romantic involvements:

GW Staff with a GW participant: Romantic, sexual, or otherwise exclusive relationships are strictly prohibited and are under NO circumstances permitted for obvious legal, ethical, health and safety reasons.

Staff with members of the host community: Strongly discouraged for reasons listed with students as well as in the interest of maintaining staff cohesion.

Staff and Staff Relationships: Romantic relationships between staff are strongly discouraged during the program in the interest of the group and staff cohesion. In the event of such a relationship, very open communication is highly recommended and public romantic behavior (i.e. in front of kids)

should be minimized. Sexual relationships during the program are prohibited for staff while “on duty.”

Staff and “Significant Others” Present with the group: The presence of staff “significant others” with the group is not permitted unless approved by the home office.

DISMISSAL OF STAFF

If a staff member is being irresponsible, endangering the safety or welfare of the group or community members, in blatant violation of Global Works policies, or blatantly not following Global Works protocols and guidelines, he/she will be dismissed. Possible reasons for dismissal (this is not an exhaustive list): driving irresponsibly, not following safety procedures, abusing students or staff, providing the students with any type of drug, alcohol or tobacco, using drugs or using alcohol while on duty, allowing students to drive vans or any vehicles used in the program, or any form of inappropriate relationships with students and any form of sexual harassment. If a staff member is dismissed during the course of a trip, the staff member is responsible for any and all costs of early departure and will receive compensation earned but not paid through the date of termination.