

Volunteers Code of Conduct- Lotus Petal Foundation

Purpose and Scope: Lotus Petal Foundation relies on dedicated volunteers to advance the mission to empower the underserved children & youth to become knowledge workers and break the cycle of poverty. This Code of Conduct establishes clear expectations to ensure a positive, inclusive, and safe environment for volunteers, students, changemakers and all concerned. It applies to every individual serving as a volunteer with the Foundation – whether **in-person or virtually** – and covers **all activities related to students directly or indirectly**. By accepting a volunteer role, each individual agrees to uphold the organisation's values (such as honesty, integrity, respect, and transparency) in every aspect of their service.

1. Commitment to the Cause: Be reliable and fulfil your responsibilities with sincerity, honesty and dedication.

2. Children's Safety First:

2.1. Deal impartially with students regardless of background, intelligence, physical or emotional maturity.

2.2. Do not make false promises or get too physically and/or emotionally close to children.

2.3. Create a safe, supportive environment for children and report any concerns immediately to the Volunteers Coordinator.

3. Confidentiality: Respect the privacy of students and all concerned; treat all students and organisation related information and photos as confidential. Prior permission is mandatory to seek from the organization in case you wish to make a public announcement/ social media post etc.

4. Conduct yourself in a Professional manner:

4.1 Respect for All - Treat everyone—students, staff, and fellow volunteers—with dignity, kindness, and inclusivity. Adhering to these standards reflects respect for the community and upholds the professionalism of the Foundation.

4.2. Attendance and Punctuality: Volunteers are expected to show-up timely and be punctual in reporting for scheduled volunteer activities. While we attempt to be flexible in any emergency cases, volunteers are expected to notify the Volunteers Coordinator if they will be absent or late, so arrangements can be made for handling their responsibilities.

4.3. Dress Code: Volunteers are expected to maintain a neat, modest, and professional appearance at all times. The following guidelines must be observed:

- Avoid wearing shirts or T-shirts with writing, cartoons, or round necks.
- Do not wear short, skimpy, or revealing outfits.
- Refrain from wearing flashy or heavy ornaments/jewellery.
- Keep hair clean, trimmed, and neatly groomed.
- Wear the visitor's/ volunteer's ID card while performing volunteer duties.

5. Responsible Communication:

5.1. Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussion of such matters with non-school personnel.

5.2. Retain a sense of perspective regarding comments heard and actions observed.

5.3. Speak and post thoughtfully – do not make statements and/or share content (information and/ or photos) without permission.

6. Ethical Campaigning/ Social media promotions: Use ONLY the approved content and photos for any campaigns/ social media activities. Volunteers are strictly discouraged from accepting any personal benefits (such as cash, commissions or gifts) in connection with seeking contributions for children's education. All financial transactions must ONLY be done through the crowdfunding online campaign page set-up on the organisation's website.

7. Openness to feedback – Stay open to learning and collaboration to improve your impact and experience.

8. Mobile Phone Use - Volunteers should avoid using smartphones during volunteer activities unless necessary for work-related tasks. Mobile phones should not be handed over to students under any circumstances, as this is strictly prohibited. This helps maintain focus and fosters a safe, respectful environment for all.

9. Maintaining a Substance-free Environment: Consumption, use, or possession of tobacco products, alcohol, drugs, or any other intoxicating substances is **strictly prohibited** on school premises and during any school-related activities, whether on or off campus.

10. Strict adherence to Child Protection Policy: By signing of the Volunteers Code of Conduct you also undertake that you have carefully read & understood the Child Protection policy available on our Website and will abide by the same.

Non-Adherence to the Code of Conduct: Volunteers are expected to comply with the Volunteer Code of Conduct and Child protection policy. Failure to comply may be grounds for disqualification and/or removal.

Volunteer's signature

Name:

Date:

Place:

Parent's signature (if volunteer is below 18 years of age)

Name:

Date:

Place: