



PROJECT MOONLIGHT Volunteer Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of PROJECT MOONLIGHT.

Confidential Information

As a PROJECT MOONLIGHT volunteer, you may have access to confidential information relating to PROJECT MOONLIGHT that is not generally known and could not easily be discovered by a person or entity outside of PROJECT MOONLIGHT (“Confidential Information”). Confidential information includes, but is not limited to, donor lists, information relating to PROJECT MOONLIGHT staff, clients, operations, finances, and activities. Confidential Information includes all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form.

Upon termination of volunteer status with PROJECT MOONLIGHT, the volunteer hereby agrees to deliver promptly to PROJECT MOONLIGHT all memoranda, notes, records, manuals, donations (financial or other) or other documents, including all copies of such materials, containing Confidential Information, whether made or compiled by the volunteer or furnished to the volunteer from any source by virtue of volunteer’s relationship with PROJECT MOONLIGHT and to destroy any electronic or other copies thereof remaining in his possession.

The volunteer agrees that inventions, modifications, designs, ideas, technology, and any and all other information regarding PROJECT MOONLIGHT operations that result from volunteer’s work for PROJECT MOONLIGHT are the sole and exclusive property of PROJECT MOONLIGHT and volunteer assigns all right, title and interest in such property to PROJECT MOONLIGHT.

The volunteer agrees that all donations received using PROJECT MOONLIGHT promotional materials (including but not limited to PROJECT MOONLIGHT’s name, logo, website, flyers, and brochures), intended for PROJECT MOONLIGHT or advertised as being donated to PROJECT MOONLIGHT must be donated to PROJECT MOONLIGHT within five (5) days of donation. Using funds that have been donated to PROJECT MOONLIGHT for other purposes may be subject to injunctive action and criminal and/or civil penalties.

PROJECT MOONLIGHT may terminate the volunteer’s relationship with PROJECT MOONLIGHT for unauthorized disclosure of Confidential Information unless the Confidential Information has become publicly available before the volunteer’s disclosure or is required to be disclosed by



law. The volunteer recognizes that unauthorized disclosure of Confidential Information could subject the volunteer to injunctive action and criminal and/or civil penalties.

PROJECT MOONLIGHT may change this agreement at any time as it deems necessary.

PROJECT MOONLIGHT Code of Ethics

This Code of Ethics applies to all volunteers associated with and/or involved in the activities or affairs of PROJECT MOONLIGHT. Its purpose is to inform volunteers of the ethical standards they are held to during their time with PROJECT MOONLIGHT.

Interpersonal Conduct

Volunteers must treat each other, PROJECT MOONLIGHT staff, PROJECT MOONLIGHT students, and members of the public in a courteous, dignified, and respectful manner. Volunteers must not engage in behaviors that demean, ridicule, or intimidate others, such as bullying, discrimination, and harassment.

Teaching Activities

During Educational Teachings and all other educational activities, the role of the volunteer is to follow staff direction and proper educational practices. Volunteers must not carry out medical teachings unless they have local qualifications and have gone through proper PROJECT MOONLIGHT educational training.

Volunteering With Children

When interacting with children, volunteers must maintain appropriate standards of behavior and remain in open spaces where they can be seen by other adults. If you encounter a case of suspected abuse or if a child reports abuse, you should inform PROJECT MOONLIGHT staff immediately.

Personal Photography

It is not permitted to take photos during any educational teaching or organization fundraisers. A PROJECT MOONLIGHT staff will be taking photos during the teaching or organized event and



will upload them to social networking websites. The link will be sent to your email address after the event.

If ever in doubt on whether taking a photo is appropriate, do not hesitate to ask a PROJECT MOONLIGHT staff member or the patient regarding the boundaries of staying professional and respectful.

Personal Safety/Responsibility

All volunteers must adhere to any safety guidelines set by staff or supervisors. Personal safety is ultimately up to you and your own responsible decisions, as staff will give strict guidance. Be aware of surroundings at all time and communicate with staff or supervisor if concern for safety arises.

Clothing

When engaging or volunteering in PROJECT MOONLIGHT events or teachings, proper apparel directed by staff must be worn. Apparel that is deemed inappropriate or unacceptable can result in termination from event or volunteer responsibilities all together.

Grounds for Dismissal

Volunteers must obey all established rules for PROJECT MOONLIGHT trips and events. Failure to comply will result in a ban from volunteering in any event. Rules may change from event to event and require different behavior. In general, grounds for dismissal will include: breaking the law in the host country, inappropriate or unprofessional behavior towards public, volunteers or staff, use of illegal substances, or abuse of alcohol.

We expect volunteers to conduct themselves in a mature manner so that they are able to give maximum effort to the public and communities we serve. As a volunteer, you are an ambassador of PROJECT MOONLIGHT during your trip or event and it is your responsibility to act accordingly and make smart decisions.