UJ Volunteer Responsibilities and Code of Conduct

1. **Maintain Professional Behaviour:** Always behave appropriately and treat others with respect. Avoid any rude, inappropriate and offensive behaviour.
2. **Appropriate Dress Code:** Dress suitably for outreach programmes. This includes wearing non-revealing clothing and closed shoes to ensure safety and professionalism.
3. **Complete Required Forms:** Ensure you sign the indemnity form and the register upon entering and leaving the UJ premises when volunteering with an organization.
4. **Record Volunteer Hours:** Keep a detailed record of your volunteer hours and visit your respective Community Engagement office to verify them as announced.
   Note: Avoid neglecting this task until the last minute.
5. **Notify Project Leaders:** Do not leave a project before notifying your project leaders. Communication is key to team dynamics.
6. **Commit to Duration:** Stay for the full duration of the project you signed up for, ensuring your commitment to the cause.
7. **Health Responsibility:** Take personal responsibility for your health and well-being before and during volunteering activities.
8. **Professional Attitude:** Approach your responsibilities with a professional and responsible attitude. Be punctual and report any misconduct or issues you observe.
9. **Seek Assistance:** If you encounter problems or uncertainty, seek help from the student volunteer assistant or Community Engagement Specialist.
10. **Respect and Courtesy:** Treat all fellow volunteers, the placement organization members, and community members with dignity, respect and courtesy.
11. **Engagement and Enthusiasm:** Make the most of your volunteering experience by engaging actively with the tasks and the people involved.
12. **Adhere to Guidelines:** Follow any additional guidelines or rules set forth by the organizations you volunteer with.
13. **Organise Outreach Feedback :** Reflect on your volunteer experiences and provide feedback from the OOs to improve your volunteer experience.
14. **Cultural Sensitivity:** Be aware of and respect cultural differences within the communities you serve, fostering an inclusive and understanding environment.

15. **Uphold rules and Regulations** Strictly observe the rules and regulations of the University and that of volunteer organizations and all policies and statutes

16. **Protection of Personal Information**: Do not take photographs and Videos of anyone without their permission and consent.

17. **Do no Harm**: refrain from activities that may pose a risk to or cause harm to anyone

18. **Language**: Do not use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, or discriminatory language when speaking with anyone during volunteer work

19. **Behaviour**: Do not behave in any manner that is physically inappropriate or sexually provocative or engage in any form of sexual activity during volunteer work

20. **Safeguard**: Always safeguard vulnerable members of the community, such as children, the elderly, and people living with disabilities and do not condone any behaviour that harms or exploits them.

21. **Brand Reputation**: Do not use the university name and brand for any purpose other than what has been agreed upon, and refrain from engaging in activities that may put the university's name in disrepute.

22. **Training and Debriefing**: attend training and debriefing sessions offered by the community engagement unit and seek assistance whenever needed