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ASHIA Volunteering Policies including Volunteer Rights and Responsibilities

(The term *Volunteer* includes day & local volunteers, holiday workers, students, interns and researchers.)

This document contains important information concerning ASHIA policies and volunteer rights and responsibilities for participation while at ASHIA. Please read this document thoroughly and sign the enclosed release form to indicate that you understand the risks inherent to your stay at ASHIA and the policies, rights, and responsibilities enumerated in this document. Our comprehensive Indemnity Form has to be signed when checking in at Ashia's Reception. Volunteers will not be permitted to participate in any activities until ASHIA has received the signed release form (see under *12. Liability Release*), and the Indemnity has been signed upon arrival.

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1. Consent to Inherent Risks

We hope that your time at ASHIA will be enjoyable, enlightening, and most probably even a life-changing experience, but some of the characteristics that may make your stay at ASHIA attractive to you may also put you or your property at risk. All sanctuary work or working with animals involves a degree of risk which varies from job to job. The ASHIA Volunteer Guide that you have received describes some of the foreseeable inherent risks involved in the activities that you are choosing to participate in. You must review and consider these risks carefully before signing the attached Liability Release and accepting a Volunteer position. By signing the Liability Release, you are accepting the potential consequences of these risks.

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2. Intellectual Property Rights (IPR)

It is permissible to share respectable photos, videos, and stories of your expedition with family, friends, local media, and in a public forum. Sharing your new perspectives and experiences is welcomed and encouraged.

However, please recognise that all information, data, and images shared or gathered during your stay at ASHIA becomes the intellectual property of the Directors of ASHIA who are the Principal Investigators (PIs) of research being conducted at ASHIA. Co-opting or plagiarism of data, images or business use of a third party without the permission of one of the ASHIA's Directors is strictly prohibited. Please be aware that data gathered during your time at ASHIA or during any volunteering time off-site (Game Reserve/Bloemfontein) becomes the intellectual property of the PIs. ASHIA has the right to place additional restrictions on your ability to share data or images.

Conversely, ASHIA's Director may give written permission to use data and images for academic or profitable activity. Please be sure to ask what is acceptable if you are in doubt.

Longer-term volunteers/students/interns are required to submit a written report reflecting what they have learned on a project or what they think is their impact on the conservation goals of ASHIA, sometimes as a step toward developing a curriculum. ASHIA has the right but not obligation to review and edit materials involving information gathered during your off-site volunteering time (Game Reserves, Cheetah Experience Bloemfontein).

A copy of all documents that pertain to your stay at ASHIA need to be submitted to ASHIA for their files – this includes papers, reports, photos, media (ie. Newspaper articles).

3. Lifestyle Choices and Behaviour

ASHIA does not discriminate on the basis of race, religion, ethnicity or sexual orientation, and respects all volunteers' right to privacy. However, you must be aware that your lifestyle decisions may offend or clash with the sensibilities of local residents, or potentially violate local laws.

Further, certain lifestyle decisions and behaviour that has an impact on fellow volunteers or the Directors (PIs) may result in an uncomfortable, hostile and/or unproductive work environment.

To ensure enjoyable and productive work conditions and smooth relations with staff and local people, ASHIA has defined the following code of conduct. Beyond practicing cultural sensitivity and showing common courtesy, please be mindful of the following limitations.

Fraternization

ASHIA, their staff, their colleagues, and their associates are prohibited from becoming romantically involved with volunteers during the entire duration of the period that the volunteer is on site.

Sexual Harassment

Sexual harassment of volunteers by the PIs or ASHIA staff is prohibited. Likewise, sexual harassment of the PIs, fellow volunteers, ASHIA staff, or local people by volunteers is also prohibited.

Sexual harassment infringes on an individual's right to an environment free from unsolicited and unwelcome sexual overtones of conduct, either verbal or physical. Sexual harassment does not mean

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occasional compliments of a socially acceptable nature. Sexual harassment refers to conduct which is offensive, which harms morale, or which interferes with the effectiveness of ASHIA; such conduct is prohibited. Lewd or vulgar remarks, suggestive comments, displaying derogatory posters, cartoons or drawings, pressure for dates or sexual favours and unacceptable physical contact or exposure are examples of what can constitute harassment. It is important to realize that what may not be offensive to you may be offensive to your co-volunteers, the local population, ASHIA staff members, or the Directors.

Any individual who feels subject to sexual harassment or has any knowledge of such behaviour should report it immediately to the Sanctuary Manager or to an appropriate ASHIA staff member such as your Volunteer Coordinator. All reports of sexual harassment will be handled with discretion and will be promptly and thoroughly investigated. Any volunteer who is found to have engaged in conduct constituting sexual harassment will be asked to leave ASHIA at their own expense (please see section entitled "Removal from ASHIA").

Drugs

The manufacture, possession, use, purchase and/or sale of illegal drugs as defined by South African law is strictly forbidden, therefore also strictly forbidden while at ASHIA. Prescription drugs may only be purchased and used by the individual indicated on the prescription, in keeping with the intended-use guidelines.

Alcohol Policy

Participants at ASHIA must comply with the South African laws regarding the minimum age required to consume alcohol. In addition, restrictions on the use, possession, sale, or purchase of alcohol may be set by ASHIA. Local statutes, customs, practices, ordinances, and regulations with regard to the use, possession, sale, or purchase of alcohol are applicable to all visitors to ASHIA, including volunteers.

If you decide to consume alcohol on your days off or time off, please observe local laws and customs. Intoxication can jeopardise your own safety, in addition to that of others at ASHIA.

ASHIA's Directors, Sanctuary Manager or other designated staff has the discretion to remove individuals from ASHIA who consume alcohol in time and manner that endangers the safety and/or productivity of the sanctuary. Working hours include working in the vicinity of the sanctuary animals and ASHIA has a zero-alcohol-tolerance during working hours.

4. Days And Free Time Off

Our staff makes an effort to warn you of local hazards and ensure your safety while working at ASHIA. Volunteers will have unsupervised free days and time off before and after work days/work sessions. Free-time activities are not part of the ASHIA programme and are the sole risk of the participant. ASHIA has no responsibility for such activities. ASHIA staff may from time to time organise, provide assistance, or even accompany participants in these free time activities, but in doing so, they are acting on the basis of their sole discretion as private individuals, and not on behalf of ASHIA.

5. In the Event of an Emergency: Good Samaritan Actions

In the event of emergencies, judgments must be made by ASHIA staff and volunteers. While ASHIA makes an effort to ensure that qualified people make the most informed decisions possible, occasionally during off-site volunteering time first aid must be administered and other immediate steps taken by participants who are not officially certified to make these decisions.

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ASHIA's volunteer guide has safety protocols and emergency procedures in place. However, in rare, unforeseeable emergency situations, ASHIA does not restrict participants (ASHIA staff and volunteers) from exercising their best judgment with regard to their own safety. ASHIA does not restrict "good Samaritan" actions, or actions taken to assist fellow participants during emergency situations during off-site volunteering time. However, ASHIA does not encourage or expect you to jeopardise your own safety or that of others in attempting to rescue or assist your fellow ASHIA team members.

6. Grievance Policy and Procedure

A grievance is any feeling of dissatisfaction or perceived unfair treatment, which volunteers may experience in relation to their volunteering situation and which constitutes a grievance of right.

The aim of the Grievance Procedure is to enable volunteers to have their grievances resolved fairly, quickly and at the earliest possible stage. Any volunteer may lodge grievances without fear of victimisation. The grievance will be handled with discretion and will protect the confidentiality and privacy of volunteers concerned.

Whatever the case, the volunteer should first bring his grievance to the notice of his Volunteer Coordinator, who must address the matter and try to solve it. If the Volunteer Coordinator cannot solve the problem he must bring it to the attention of the Sanctuary Manager or in a next step to one of ASHIA's Directors. The Sanctuary Manager or the Director must try to solve the problem by interviewing the volunteer and the involved staff members together, to discuss the issue and do their utmost to find some agreement or solution.

7. Minors

Please be aware that minors are not permitted to volunteer or participate in ASHIA projects.

Minors are volunteers sixteen (16) to eighteen (18) years of age. As an exception and for wildlife education purposes ASHIA may occasionally accept local volunteers from the local community (free of charge) that are at least sixteen (16) years of age. Minors do not receive additional guidance or supervision beyond what is offered to adults. There are no additional chaperones provided aside from the project staff and no arranged escorts to or from the project site of operation. Minors are not allowed inside animal enclosures.

8. Volunteers and Driving

Volunteers are only allowed to drive any of ASHIA's vehicles (including the Polaris, tractor or quad bike vehicles) if given permission from ASHIA's Sanctuary Manager and after clarification that their driver's licence has been turned in to ASHIA's Bookkeeper or the Sanctuary Manager and are then given permission to drive. Volunteers may not use the vehicle unless given the direction to do so by their direct supervisor. In other words, volunteers may only drive if they have been asked to and only to perform errands in the vicinity for ASHIA projects, not for personal use.

9. Right of Refusal

ASHIA reserves the right to refuse an applicant's participation on ASHIA projects. This is an unusual event and is normally due to either an applicant's failure to meet the health requirements of a particular project or in the interest of team compatibility.

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10. Removal from an Expedition

Any volunteer found in violation of any of the policies described in this document is subject to removal from the team at their own expense. Removal of a volunteer is at the discretion of ASHIA's Directors with guidance from ASHIA's Sanctuary Manager and staff. In addition, ASHIA will send volunteers away should their behaviour compromise the safety, conservation and research objectives or general performance of the ASHIA team. Should a volunteer be removed, he/she is responsible for all costs associated with departure from ASHIA and will receive no refund of the share of costs nor any expenses incurred in participation for the visit to ASHIA.

11. Responsible Behaviour

Volunteering at one of ASHIA's cheetah release projects may take our volunteers to Game Reserves in remote communities in South Africa. ASHIA stresses the need for responsible behaviour and common courtesy when travelling in these areas. When in doubt about what will, or will not, cause offence be sure to ask your direct superior at the Game Reserve or an ASHIA staff member upfront. Try wherever possible to learn and respect the local customs and appropriate dress before you join ASHIA. Be aware of the natural curiosity that your presence will create and be mindful not to try to impose your own cultural beliefs or value system on the people you meet and the places you visit.

Particular sensitivity is required when it comes to photography and gifts. ASHIA projects give you unique ways of getting close to the action and the opportunity for photography or video are endless but it is important to always ask permission before taking photos. Many local people find it obtrusive so always ask staff if it would be appropriate.

Finally, ASHIA stresses the importance of low impact travel. Every attempt should be made to minimize the impact on the environment you are working in. Please avoid leaving any litter or non-natural waste. Be aware of the risks of fires and follow directions of the staff when it comes to spending time outside the lodge and accommodation areas in Game Reserves in order to avoid creating a larger 'footprint' than is necessary. Be particularly mindful of using any rivers, streams or wells as the local communities may be dependent on those as vital sources of drinking water. When in doubt ask one of the staff members.

Liability Release

I have signed below in acknowledgement of the fact that I have read the above **ASHIA Volunteering Policies, Rights and Responsibilities** as well as the attached **ASHIA Volunteer Guide**, understood its contents and accepted the terms thereof.

Name (Print) _____

Nationality _____

Email _____

Date of Arrival _____ Departure _____

Date of Signature _____ Signature _____

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