

### Policy for Minor's Participation in Global Village Program

Habitat for Humanity Japan (HFHJ) defines as follows the policy for minors' participation in Global Village program (GV), a house-building volunteer program by HFHJ.

- Minors are defined as youth under 20 years of age. The age here refers to the age at the time of GV participation (the day of departure), not at the time of registration.
- The minimum age for participation on a GV team build site is 15 years, or older if required by the hosting program or child labor laws of the hosting country. (Build work that 15-year old participants can perform is limited as stated in the list below.)
- Minors must be accompanied by a parent, legal guardian or school official. The chaperone ratio is at least one adult to every five minors, or more as required by the hosting program.
- If the above chaperone ratio cannot be met, the partner organization that the GV team belongs to and the team leader agree to assume all risks associated with having less number of chaperons than required and guarantee in writing that the parents or guardians of all minors understand such risks.
- Every minor must submit a "Volunteer Release and Waiver of Liability" and "Parental Authorization for Treatment of, and Travel with, a Minor Child", signed by a parent or legal guardian, to HFHJ and have a copy with the team during travel.
- Minors may not participate in dangerous tasks such as lifting objects that are heavy when compared to his/her physical strength or working on roofs or any place 2 meter or more above from the ground.
- Other requirements for minors' participation and tasks allowed for minors are defined below;

Age	Guardianship	Working Conditions	Documentation Required
15	<ul style="list-style-type: none"> <li>- must be accompanied by a parent, legal guardian or school official.</li> <li>- Chaperone ratio is at least one adult to every five minors</li> </ul>	<p>Can only perform age appropriate functions instructed by the hosting program staff (i.e. landscaping, painting, or other minor tasks allowed by the staff).</p> <p>Must not lift objects that are heavy when compared to his/her physical strength or work in construction sites involving heavy equipment.</p>	<ul style="list-style-type: none"> <li>- Memorandum of understanding signed by the institution and sending program</li> <li>- Parent or guardian must sign “Volunteer Release and Waiver of Liability” and “Parental Authorization for Treatment of, and Travel with, a Minor Child” forms that designate another adult on the team</li> </ul>
16 - 19		<p>May do construction work but:</p> <ul style="list-style-type: none"> <li>- Cannot work on the roof</li> <li>- Cannot work above 2 meters</li> <li>- No power tools</li> <li>- No demolition or excavation work</li> <li>- No heavy lifting</li> </ul>	
20 or older	Not required	Can participate in the build work	<ul style="list-style-type: none"> <li>- Memorandum of understanding signed by the institution and sending program</li> <li>- Volunteers must sign “Volunteer Release and Waiver of Liability”</li> </ul>

END