

## Habitat for Humanity Volunteer Code of Conduct

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. **Promote a respectful community:** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, physical, sexual, and/or emotional violence toward others. Help promote a welcoming, respectful environment by making efforts to understand and honor the local culture and by following all rules and policies set forth by a Habitat program staff member or supervising volunteer. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that permits beneficiaries from being identified and/or traced.
2. **Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the Habitat for Humanity International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited. Under no circumstances, may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.
3. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
4. **Uphold a zero-tolerance policy for alcohol, drugs and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
5. **Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. **Protect ministry assets:** Use reasonable care to protect all Habitat for Humanity resources. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
7. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.
8. **Speak up!:** Habitat for Humanity embraces a "see something, say something" culture. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff or supervising volunteer. You can also anonymously report potential misconduct through [MySafeWorkplace.com](https://www.my-safe-workplace.com).

I acknowledge that I have read, understand and agree to be guided by this volunteer code of conduct.

I commit to helping safeguarding the rights and dignities of all people I encounter during my volunteer service with Habitat.

I understand that I have a responsibility to report any potential misconduct to an appropriate Habitat staff or through [MySafeWorkplace.com](https://www.mysafeworkplace.com).

I understand that HFHI has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may incur due to a violation of the code of conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**If a minor volunteer:**

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

## Written Oath for Volunteer Participation

I solemnly swear that to the best of my ability and judgment, keep and fulfill the following oath upon participating in a volunteer activity (hereinafter referred to as "this activity") of Habitat for Humanity (hereinafter referred to as "Habitat").

- 1) I will follow all the instructions and guidance from Habitat throughout this activity.
- 2) As a participant in this activity, I will behave appropriately and reasonably in the group in support of Habitat and its mission, and refrain from engaging in any acts that may cause trouble to the hosting organizations and/or other parties involved in this activity. Similarly, I will respect local culture, tradition, custom, and regulations of the region where this activity is carried out, and refrain from engaging in any acts which may interfere with successful implementation of this activity as well as other activities of Habitat.
- 3) I fully understand the requirements for participation in this activity and attest that I fulfill them. I will report, prior to my participation, to Habitat all relevant matters that might affect this activity (e.g. chronic disease, allergy, physical disability and/or trauma, mental disorder, medication, etc.) through the volunteer registration form.
- 4) I understand that Habitat places the highest priority on the safety of the participants during this activity and makes every possible effort to ensure the safety of the participants. Should an unexpected situation occur, I will fully cooperate with Habitat based on our relationship of mutual trust. In this regard, I will take full responsibility of any damages to my own self (injury, death, disease, loss, etc.) triggered by my own personal actions, which are beyond any management and/or supervision of Habitat. I will also take responsibility about my damage due to my personal actions which are impossible or objectively unreasonable for Habitat to manage or control.
- 5) During this activity, I will refrain from doing any business or engaging in any religious propaganda and political activities.
- 6) I hereby warrant that, other than a minor offence under road traffic legislation or for which a non-custodial penalty was imposed, I have not been convicted of any criminal offence in any jurisdiction. I further warrant that I have not been convicted of a criminal offence which is sexual in nature; or that is against or involving a child, minor, mentally incapacitated person or other vulnerable person within the meaning of any legislation, rule, regulation, statutory guidance or under common law, in any jurisdiction. I agree to provide such documentation and to undergo such further background checks to confirm this fact as may be required by Habitat for Humanity in any jurisdiction in which I have resided or spent a significant amount of time, provided it is possible to obtain such documentation or conduct such checks in the relevant jurisdiction. Nothing in this clause is intended to reduce or extinguish my right not to disclose such information in accordance with applicable local law.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_



## Volunteer Release and Waiver of Liability

### 権利放棄および免責合意書

#### **PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!**

本書は法律文書です。よく読み、ご理解いただくようお願い致します。

The Japanese translation hereof is made available for reference purpose only. The governing language of this legal document shall be English.

本書は英文を正文とします。各項に併記する邦訳文は、本書の理解を助けるための参考であることをご理解ください。

***IMPORTANT: Each participant must have a signed file. Please print all information in blanks provided.***

重要：ハビタット・フォー・ヒューマニティが実施するボランティア活動への参加には、この「権利放棄および免責合意書」（以下、「本書」）の提出が必須です。以下の空欄にすべての必要事項を**英語で**記入し、ご署名ください。

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ (the "Volunteer") in favor of Habitat for Humanity Japan (Sending Program) and Habitat for Humanity \_\_\_\_\_ (insert Hosting Program), Habitat for Humanity International Inc. and any other affiliated organization, \_\_\_\_\_ (insert additional parties if applicable), and their respective directors, officers, trustees, employees, volunteers and agents (collectively, the "Released Parties").

本書は、日付 月、20年 に 参加者氏名（以下、「参加者」）によって、ハビタット・フォー・ヒューマニティ・ジャパン（派遣側）、ハビタット・フォー・ヒューマニティ・受入国名（受入側）、そしてハビタット・フォー・ヒューマニティ・インターナショナル、その関連組織、その他該当する組織（あれば記入のこと）、ならびにそれらの役員、職員、理事、雇用者、ボランティア、代理人（以下、「被免責当事者」と総称）を対象として締結されるものである。

※（訳注）以後、この「被免責当事者」は、派遣側、受け入れ側、ハビタット・フォー・ヒューマニティ・インターナショナルをすべて含む「ハビタット」の総称と読みかえると理解しやすいでしょう。

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties and engage in the activities related to being a volunteer ("Activities"). I understand that my Activities may include but are not limited to the following: working in Habitat for Humanity offices or Habitat for Humanity build sites; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; constructing and rehabilitating residential buildings; and other construction-related activities.

私、参加者は、ボランティアとして一または複数の被免責当事者のために活動し、ボランティアであることによって関与を求められる作業（以下、「作業」）に従事することを希望します。この私が関わる作業には、ハビタット・フォー・ヒューマニティの事務所および建築現場での活動、建築現場や自治体（国や市町村等）における、もしくはそれらの間の移動、調達可能または提供される食事の摂取、ボランティアに提供される宿泊施設での生活、住宅の建築および修繕、その他の建築行為に関連する作業を含む（ただし、それらに限定されない）ことを理解します。

I, the Volunteer, hereby freely and voluntarily, without duress, execute this Release under the following terms:

私、参加者は、自らの意思によって自発的に、強制されることなく、下記の条件を定める本書に署名します。

**Release and Waiver.** I, the Volunteer, do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to my Activities with any of the Released Parties, whether

caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of any of the Released Parties or of other volunteers.

**権利放棄および免責**：私、参加者は、被免責当事者との関係で私が行った作業により生じた、またはそれとの何らかの関連で生じ、あるいはその後生じ得る、身体傷害、人身傷害、罹患、死亡、物的損害が、被免責当事者や他の参加者の軽微な過失、過誤、失敗に、部分的にまたは全面的に起因していたとしても、故意または重大な過失によるものを除き、私または私の相続人、譲受人、近親者、法定代理人は、その一切の法的権利を放棄し、被免責当事者およびその相続人、またその譲受人に対して、あらゆる請求や要求を一切行わず、永久に免責すると共に、危害・損失を与えません。

I understand and acknowledge that by this Release I knowingly assume the risk of injury, harm and loss associated with the Activities. I also understand that the Released Parties do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage.

私は、本書により、作業には負傷や損害、損失に関するリスクがあることを理解し、承諾しています。また、負傷、罹患、死亡または物的損害に見舞われた際も、被免責当事者には、医療、健康、身体障害に関する保険を含む（ただし、それらに限定されない）経済的な支援やその他の援助を提供する責任や義務は一切ないことを私は理解しています。

**Medical Treatment.** I, the Volunteer, do hereby release and forever discharge the Released Parties from any claim or action whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with my Activities with any of the Released Parties.

**医療**：私、参加者は、被免責当事者との関係で私が行った作業に関連して提供されるあらゆる救急・医療処置から生じ、またはその後生じ得る一切の請求や訴訟への関与から、永久に被免責当事者を免責します。

If the Volunteer is less than 20 years of age, the Volunteer and the parents having legal custody and/or the legal guardians of the Volunteer (the "Guardians") also hereby release and forever discharge the Released Parties from any claim whatsoever which arises or may hereafter arise on account of the decision by any representative or agent of the Released Parties to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in a Parental Authorization for of a Minor Child.

参加者が20才未満の場合、被免責当事者の代表者や代理人が、参加者に医療処置や歯科治療を施すことの同意に関して「保護者承諾書」の中で認められる権限の行使を決定した際、参加者およびその親権者や法定後見人（以下、「後見人」）もまた、それにより生じまたはその後生じ得る一切の請求から、永久に被免責当事者を免責します。

**Assumption of the Risk.** I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, the following: construction; loading and unloading; travel to and from the work sites; and exposure to lead, asbestos, and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.

**危険の引受**：私、参加者は、私が行う作業には、建築、積み込みや積下ろし、建設現場への、もしくは建築現場からの移動、特定の疾患を引き起こしあるいは悪化させる恐れのある鉛、アスベスト、カビなどの有害物質への接触（特に防護装備を身に付けていない場合、長時間接触する場合、免疫系疾患の既往症を持つ場合。ただし、それに限定されない）など、私にとって有害な影響を及ぼす恐れがある作業が含まれることを理解しています。

I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city(ies) or country(ies) visited. I further understand I may be traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, inclement weather or other circumstances that could threaten my health or safety. I also understand that it is the policy of the Released Parties to not pay ransom or make any other payments to secure the release of hostages.

私は、現地での食事や宿泊施設での生活には、それ自体に一定のリスクがあることも理解しています。加えて、テロ、戦争、暴動、犯罪、悪天候など、私の健康と安全を脅かしかねないリスクがある場所への移動、もしくはそこからの移動を行う可能性があることも理解しています。また私は、被免責当事者が、人質を解放するための身代金やその他の支払いに応じない方針であることも理解しています。

I hereby expressly and specifically assume the risk of injury or harm in the Activities and release the Released Parties from all liability for any loss, cost, expense, injury, illness, death or property damage resulting directly or indirectly from the Activities.

私は、作業への従事による傷害および損害のリスクを明確に認識し、作業から直接的または間接的に生じる損害、損失、費用負担、負傷、罹患、死亡、物的損害に対する一切の責任から被免責当事者を免除します。

**Insurance.** I, the Volunteer, understand that, except as otherwise agreed to by the Released Parties in writing, the Released Parties are under no obligation to provide, carry or maintain health, medical, travel, disability or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage.

保険：私、参加者は、被免責当事者が別途書面により合意した場合を除き、被免責当事者には、参加者のための健康、医療、旅行、身体障害またはその他の保険の提供、加入、保持の義務がないことを理解しています。参加者それぞれが、健康、医療、旅行、身体障害またはその他の保険に自ら加入することが期待、推奨されます。

**Photographic Release.** I, the Volunteer, do hereby grant and convey unto Habitat for Humanity International, Inc., all right, title and interest in any and all photographs and video or audio recordings of or including my image or voice, made by any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them.

写真等に関する請求権放棄：私、参加者は、被免責当事者との関係で私が行った作業中に、被免責当事者が作成した私自身の肖像や音声に関する、またはそれを一部として含む、すべての写真、映像、音声記録について、そのいかなる目的への使用、使用料、収益、またはそれらによって生み出されるその他の利益（ただし、それに限定されない）に係る一切の権利、権限、利益を、ハビタット・フォー・ヒューマニティ・インターナショナルに与えます。

**Other.** I, the Volunteer, expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state where the Activities take place. I further agree that in the event any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue to be enforceable. Further, a waiver of a right under this Release does not prevent the exercise of any other right.

その他：私、参加者は、作業を行う現地の法律との関係で許される限りにおいて、本書が広範かつ包括的なものであることに明示的に合意します。また私は、適正な管轄権を有する裁判所が、本書の条項や規定の一部を無効と判断した場合も、それがその他の条項や規定の法的効力に影響を与えないことにも合意します。尚、本書の下での権利放棄は、その他のいかなる権利の行使を妨げるものではありません。

To express my understanding of and agreement with this Release, I sign here with a witness.

本書の内容を理解し、本書の内容に合意したことを表明するため、私は、証人の立会いの下、ここに署名します。

Volunteer 参加者

Name 氏名 : \_\_\_\_\_ (please print 英語の活字体で記入してください。)

Signature 署名 : \_\_\_\_\_

Witness (must be 20 years of age and older) 立会人 (20歳以上の方)

Name 氏名 : \_\_\_\_\_ (please print 英語の活字体で記入してください。)

Signature 署名 : \_\_\_\_\_

**IMPORTANT: If the Volunteer is less than 20 years of age, all parents or guardians must also sign this Release and Waiver of Liability with a witness. Also, all parents or guardians must complete the "Parental Authorization for Treatment of, and Travel With, a Minor Child" on the following page. If only one parent or guardian executes this Release on behalf of a Volunteer who is under 20 years of age, then the undersigned parent or guardian of the Volunteer hereby covenants, warrants, represents and agrees that he or she is executing this Release on behalf of, and as an agent for, any other individual who may be a parent or guardian of the Volunteer, and that by executing this Release, the undersigned is binding himself/herself, the Volunteer, and any other parent or guardian of the Volunteer, and all of their heirs, executors, personal representatives, assigns and estates to this Release.**

**重要：参加者が署名時に20歳未満の場合、両親または後見人も、証人の立会いの下で、本書、そして次ページの「保護者承諾書」に記入、署名する必要があります。両親または後見人の内1名のみが署名した場合、その署名者は、他の親または後見人を代表し、またはその代理人として本書を締結したこと、またそれにより、自分自身、参加者、他の親または後見人と、そのすべての相続人、遺言執行者、遺産管理人、譲受人、財産に対して本書の効力が及ぶことを、ここに誓約、保証、表明、同意します。**

Parent /Guardian 親または後見人

Name 氏名 : \_\_\_\_\_

Signature 署名 : \_\_\_\_\_

Address 住所 : \_\_\_\_\_

(please print 署名以外英語の活字体で記入してください。)

Witness (must be 20 years of age and older) 立会人 (20歳以上の方)

Name 氏名 : \_\_\_\_\_

Signature 署名 : \_\_\_\_\_

(please print 署名以外英語の活字体で記入してください。)





## PARENTAL AUTHORIZATION FOR TREATMENT OF, AND TRAVEL WITH, A MINOR CHILD

保護者承諾書

**PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!**

本書は法律文書です。よく読み、ご理解いただくようお願い致します。

The Japanese translation hereof is made available for reference purpose only. The governing language of this legal document shall be English.

本書は英文を正文とします。各項に併記する邦訳文は、本書の理解を助けるための参考であることをご理解ください。

***IMPORTANT: Each parent/guardian and witness must have a signed file. Please print all information in blanks provided.***

重要：ハビタット・フォー・ヒューマニティが実施するボランティア活動への未成年者の参加には、「権利放棄および免責合意書」と併せて、この「保護者承諾書」の提出が必須です。以下の空欄にすべての必要事項を**英語**で記入し、ご署名ください。

I, \_\_\_\_\_, am the parent or legal guardian having custody of \_\_\_\_\_, a minor child. As such parent or legal guardian, I hereby authorize and appoint \_\_\_\_\_, an adult in whose care the minor child has been entrusted or a duly authorized agent of Habitat for Humanity International, Inc., as my agent to act for me with respect to my minor child and in my name in any way I could act in person to make any and all decisions for me with respect to my minor child, \_\_\_\_\_, concerning my minor child's personal care, medical treatment, hospitalization, and health care and to require, withhold or withdraw any type of medical treatment or procedure, including X-ray examination, anesthetic, medical or surgical diagnosis or treatment which may be rendered to my minor child under the general or special supervision and on the advice of any physician or surgeon licensed to practice in the state in which treatment is sought. My agent shall have the same access to my minor child's medical records that I have, including the right to disclose the contents to others.

私、保護者氏名 は、未成年者である 参加者氏名 の親権を有する親または後見人です。私は、親権者あるいは後見人として、当該未成年者の監督を委ねられた成人である 成人同伴者氏名 (通常はチームのリーダーか引率者) またはハビタット・フォー・ヒューマニティ・インターナショナルによって公式に任命されたその代理人 (通常はチームに同行するハビタット職員) を本書により私の代理人と定め、この者に、私の名の下、私に代わって 参加者氏名 に関する監督や健康管理、医療処置や入退院に関して判断する権限と共に、必要な処置を施すことが求められる場合に、医師免許を有する内科医や外科医の一般的または個別的助言に基づいて当該未成年者に関する一切の医療行為や医療手続 (X線検査、麻酔、医療・外科的診断を含む) を要求、保留、または撤回する権限を委任します。また、代理人は、私と同様に、当該未成年者の医療記録を閲覧し、その内容を必要に応じて他者 (通常は医療関係者等) に開示する権限を有するものとします。



Also, I hereby authorize and appoint my agent to travel with my minor child to \_\_\_\_\_ (insert location), and consent for my minor child to serve as a volunteer with Habitat for Humanity, and to help construct houses and participate in other activities on a voluntary basis, without compensation.

また、私は、前項で定める代理人に、当該未成年者と共に 渡航先国名 へ渡航する権限と許可を本書により与えます。さらに、当該未成年者が、ハビタット・フォー・ヒューマニティのボランティアとして活動し、住居の建築やその他の作業に、報酬を求めず自発的に参加することを承諾します。

To express my understanding of and agreement with this Release, I sign here with a witness.

本書の内容を理解し、本書の内容に合意したことを表明するため、私は、証人の立会いの下、ここに署名します。

Parent / Guardian 親権者または後見人

Name 氏名 : \_\_\_\_\_

Signature 署名 : \_\_\_\_\_

Address 住所 : \_\_\_\_\_

(please print 署名以外英語の活字体で記入してください。)

Witness (must be 20 years of age and older) 立会人 (20歳以上の方)

Name 氏名 : \_\_\_\_\_

Signature 署名 : \_\_\_\_\_

(please print 署名以外英語の活字体で記入してください。)

【ご注意】 未成年の参加者の皆さんへ

この「保護者承諾書」は、必ず、ご両親のいずれか、またはその他の親権者あるいは後見人の方に、自筆で署名していただってください。未成年者が親の署名を偽造する（親が書くべき欄に自分で書いたり、友人に書いてもらったりする）行為は、たとえ家族の許可を得ていたとしても、有印私文書偽造の罪に当たるおそれがあります。さらに、そのような文書の作成に加えて、提出まで行ってしまった場合は、有印偽造私文書行使の罪にも当たるおそれがあります。ご注意ください。

