

Cheetah Conservation Fund Code of Conduct

Student/Volunteer Rights and Responsibilities

This document contains important information concerning Cheetah Conservation Fund (CCF) policies and student/volunteer rights and responsibilities for participation while at CCF. Please read this document thoroughly and sign the enclosed release forms to indicate that you understand the risks inherent to your being at CCF and the policies, rights, and responsibilities enumerated in this document. Students and volunteers will not be permitted to participate in any activities until CCF has received the signed release form.

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1. Consent to Inherent Risks

We hope that your internship at CCF will be enjoyable, enlightening, and potentially even a life-changing experience, but some of the characteristics that may make your stay at CCF attractive to you may also put you or your property at risk. All field work or working with animals involves a degree of risk which varies from job to job. The CCF Orientation and 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. Many of the conditions present for work at CCF take place in remote areas of Namibia, even while at CCF's Research and Education Centre, and include limited access to emergency and health services and limited or nonexistent communication facilities or other local infrastructure or services. CCF's Research and Education Centre experiences a whole range of climate, terrain and temperature extremes, bivouac living, physical work and other potential hazards including (but not limited to) transport difficulties and risks such as lack of vehicular safety standards, sickness, natural disasters, wildlife behaviour and movements and other forces beyond the control of CCF.

2. Intellectual Property Rights (IPR)

It is permissible to share 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 CCF becomes the intellectual property of the Executive Director of CCF who is the Principal Investigator (PI) of research being conducted at CCF. Co-opting or plagiarism of data, images or business use of a third party without the permission of the CCF's Executive Director is strictly prohibited. Please be aware that data gathered during your time at CCF becomes the intellectual property of the PI. CCF has the right to place additional restrictions on your ability to share data or images.

Conversely, CCF's Executive 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.

Fellows or scholarship recipients are sometimes required to submit a written report reflecting what they have learned on a project, sometimes as a step toward developing a curriculum. CCF has the right but not obligation to review an edit materials involving information gathered on one of their expeditions.

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

3. Lifestyle Choices and Behaviour

CCF does not discriminate on the basis of race, religion, ethnicity or sexual orientation, and respects students and 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 Executive Director (PI) may result in an uncomfortable, hostile and/or unproductive work environment.

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

Fraternization

CCF, their staff, their colleagues, and their associates are prohibited from becoming romantically involved with students and volunteers during the entire duration of the period that the student or volunteer is in the field.

Sexual Harassment

Sexual harassment of volunteers by the PI or CCF staff is prohibited. Likewise, sexual harassment of the PI, fellow volunteers, CCF 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 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 the CCF; 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, CCF staff members, or the Executive Director.

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

Drugs

The manufacture, possession, use, purchase and/or sale of illegal drugs as defined by Namibia is strictly forbidden, therefore also strictly forbidden while at CCF. 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 CCF must comply with the Namibian 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 CCF. Local statutes, customs, practices, ordinances, and regulations with regard to the use, possession, sale, or purchase of alcohol are applicable to all visitors to CCF, including students and 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 CCF.

CCF does not support the purchase of any alcohol. CCF's Executive Director, General Manager or other designated staff has the discretion to remove individuals from CCF who consume alcohol in time and manner that endangers the safety and/or productivity of the expedition.

4. Free Time Off

CCF staff makes an effort to warn you of local hazards and ensure your safety while working at CCF.

CCF students and volunteers, including minors, will occasionally have unsupervised free time before and after work days/work sessions. Free-time activities are not part of the CCF programme and are the sole risk of the participant. CCF has no responsibility for such activities. CCF 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 CCF.

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

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

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

6. Minors

Minors are volunteers sixteen (16) to eighteen (18) years of age. CCF occasionally accepts participants 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 sites of operation.

Please be aware that minors are not permitted to participate in some CCF projects.

7. Students, Volunteers and Driving

Students and volunteers are only allowed to drive one of CCF's vehicles if given permission from CCF's Farm's Manager and after clarification that their driver's licence has been turned in to CCF's Bookkeeper or the General Manager and are then given permission to drive. Students or volunteers may not use the car unless given

the direction to do so by their direct supervisor. In other words, students and volunteers may only drive if they have been asked to and only to perform errands in the field for CCF projects not for personal use.

8. Right of Refusal

CCF reserves the right to refuse an applicant's participation on CCF 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.

9. 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 CCF's Director with guidance from CCF staff. In addition, CCF will send volunteers away should their behaviour compromise the safety, research objectives or general performance of the CCF team. Should a volunteer be removed, he/she is responsible for all costs associated with departure from CCF and will receive no refund of the share of costs nor any expenses incurred in participation for the visit to CCF.

10. Responsible Behaviour

Many of CCF's projects are working in remote communities some way off the tourists track. CCF 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 a CCF staff member. Try wherever possible to learn and respect the local customs and appropriate dress before you join CCF, as being involved with local community is one of the rare privileges of joining a CCF project. 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. CCF 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 CCF staff if it would be appropriate.

Finally, CCF 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 expedition staff when it comes to camping 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 CCF Staff.