**A BETTER VIETNAM PROJECT**

**VOLUNTEER CODE OF CONDUCT**

This **Volunteer Code of Conduct** for A Better Vietnam(the Organization)summarizes our expectations regarding volunteers’ behavior toward students, colleagues, supervisors, stakeholders and the Organization. We promote freedom of expression and open communication. But, we expect all team members to follow our Code of Conduct. This applies to all volunteers regardless of collaborative agreement or rank.

As volunteers for the Organization, we are expected to:

* Respect our positions of trust and treat all students, staff, and volunteers with courtesy and dignity.
* Model behavior that respects the human rights of all people and avoid insensitive or offensive language.
* Make efforts to understand and honor the local culture.
* Comply with the law, not engage in political activity or speech, and maintain acceptable personal appearance.
* Be available for student calls at the appointed time and prepared with a lesson that is appropriate for the individual student. If a conflict with the volunteer’s schedule arises, the volunteer shall notify the student via Hangouts message and, if possible, offer to reschedule the lesson.
* Volunteers shall not solicit or engage in, or attempt to engage in sexual activity or sexually exploitative conduct with any student, nor shall they transmit or receive electronic images or text of a sexual nature, or that contain ethnic slurs, racial epithets, or any other material of a harassing, offensive, or lewd nature.
* Volunteers shall not create any liability for the Organization nor engage in any act in a manner that may bring the Organization into disrepute.
* Volunteers shall not be affected by alcohol, medication or other substances while volunteering.
* Volunteers must avoid all situations in which their personal interests conflict, or might conflict, with the Organization, and shall consult with the Management Board before undertaking roles in organizations whose activities may conflict with the Organization.
* Apart from legally recognized “fair uses” of proprietary material, volunteers may not use copyrighted material and trademarks without permission of the owner.
* Volunteers will respect the privacy and dignity of students and staff members and only use confidential information for the purpose for which it was intended, mindful of privacy laws. Confidential information is information that is not generally known outside of the Organization and is not known by public means.
* A Better Vietnam has the right to release or dismiss volunteers at its discretion.

**By typing my full name in this code of conduct, I agree with all the contents I read and I definitely follow it!**

Date: 9.10.2020

Full name; Marceline Muriel Sapet

My Name is Marceline and I am a native English speaking person , I am currently an owner of a Estate Agency for more than 20 years , Over the past 20 years continues training and teaching Adults of all profession that enter the Estate Agency Market to sell.

Previous to running my own Estate Agency, joined a large corporate company as a National Sales Manager traveling across South Africa setting up sales teams with continues training, teaching Adults.

prior to becoming a National Sales Manager , started a skills for life company employing teacher to teach students from grade 7 to grade 12 memory methods and the latest memory Technics it would be done at every school break summer break and winter breaks .

I love teaching and I would like to give back into your community were I know I will be appreciate and I am very capable to teach at any level now and am will to be trained by your company .

I also have a business degree as this is equal to Q5 level 3 years collage, this was a requirement to run an Estate agency. I still have to finished the last year NQ6 to get my bachelors

I have just completed 1st an advance TEFL -TESOL CERTIFICATE and then went onto completing the

Masters TEFL-TESOL CERTIFICATE

Looking forward to the interview