

# BLUE MOUNTAIN PROJECT

HAGLEY GAP, JAMAICA

## Field Service Program Contract

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The following policies are designed to protect the health and safety of our Field Service Participants (FSP), members of the communities where we work, and the staff of Blue Mountain Project (BMP). The BMP expects that its FSPs will serve as leaders and role models and all participants are expected to represent the BMP in a professional manner at all times.

During your tenure in the Field Service Program you will remain in close conduct with your supervisor in the field updating your supervisor on your work and any difficulties or challenges. While this is a volunteer position, FSPs are expected to complete a minimum of 40 hours of service work each week.

FSPs must be sensitive and respectful to differences in culture, and at times, must adapt to Jamaican cultural norms. In order to protect the integrity of the Blue Mountain Project's relationship with the communities where we work, each FSP must abide by the following policies:

### **Conduct**

- FSPs are requested not to air complaints in public and to refrain from engaging in community gossip. If you have concerns they should be directed to our executive director.
- Excess use of profanity or other inappropriate language, including crude remarks or derogatory comments, will not be tolerated.
- Volunteers are asked not to disclose their sexuality. Homophobia is deeply embedded in Jamaican culture and violence towards gay, lesbian and bisexual individuals is not uncommon. Public displays of affection between members of the same sex and openly discussing one's sexuality are highly discouraged as it could result in harassment and violence. BMP does not discriminate based on sexuality. This policy is in place solely for the protection of our volunteers.
- The use of alcohol, tobacco, marijuana or any other illegal or controlled substances while conducting official business is prohibited. Any FSP under the influence while participating in a service project will be dismissed from the program.
- If an FSP is caught with marijuana, BMP assumes no responsibility. BMP will not bail any volunteer out of jail. If a volunteer is sent to jail or fined for breaking the law, he/she will be dismissed from the program.
- BMP is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, sexual orientation or any other legally protected characteristics (in the USA and/or in Jamaica) will not be tolerated. All employees and volunteers, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment or volunteer status with the employer as a result of bringing complaints of unlawful harassment.

- BMP is committed to providing equal opportunity in all program service delivery and prohibiting discrimination based upon race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, work-related injury claim, veteran status, or political ideology or any other factor which cannot lawfully be used as a basis for a program service delivery decision. Equal opportunity in program service delivery means: equal access to program services; equal benefits from program services; and equal treatment within program services.

### **Dress code**

- As leaders and role models, all FSPs must present themselves in a professional manner. This includes proper hygiene and maintenance of clothing. Clothing must be clean and free from holes or tears. Clothing with inappropriate slogans and/or pictures is not allowed. Volunteers may not wear shorts or skirts that are shorter than mid- thigh.
- If volunteering in schools or churches, business casual attire is required. This ensures uniformity between teachers and mentors while teaching; prevents distraction and promotes professionalism.
- FSPs must wear appropriate clothing when participating in service projects that involve hard labor, including closed-toe shoes, and if sensitive to the sun, protective layers in addition to sunscreen. Swimsuit tops and sports bras must be covered with a t-shirt.

### **Safety**

- FSPs are encouraged to take time away from the communities where we work to explore Jamaica. However, FSPs must let their supervisor know the dates for travel and how long the FSP will be gone.
- FSPs are responsible for their own personal belongings. Volunteers should not leave valuables in plain sight (watches, cameras, portable electronics, and laptops). Items left unattended may be stolen. BMP is not responsible for any lost or stolen items.
- When possible, volunteers should wear a seatbelt at all times when traveling in a vehicle.
- FSPs must be aware that the water available in our project areas has not been treated and may be dangerous to drink. Everyone should ensure that the water they drink, use to brush their teeth, or cook with has been treated. Bottled water is available for sale in BMP program areas and water filters may be purchased in the US. It is the responsibility of each volunteer to purchase or filter his or her own water.
- BMP project areas are located in a tropical mountainous area. With little local transportation, volunteers are expected to walk to work areas and to other activities. FSPs must ensure that they are in good physical shape (able to walk 2-5 miles up and down inclines that may reach 60%), have appropriate footwear, and carry water with them at all times especially during the warmer months.

- It is the responsibility of each volunteer to inform BMP of any ongoing medical condition including allergies and medication he/she may be taking. This information will be held in confidentiality unless needed by medical personal in the event of an emergency.

**Disciplinary Action**

Unless otherwise stated, any volunteer who violates any of the above policies will be subject to the following disciplinary actions:

- First offense: Verbal Warning
- Second offense: Written Warning
- Third offense: Dismissal from the Field Service Program

BMP reserves the right to dismiss volunteers from Field Service Program at any point. Volunteers dismissed from the Field Service Program will be given 12 hours to make other lodging arrangements in Jamaica or to reschedule a return flight to his or her country of residence. The volunteer will then be transported from Hagley Gap to Kingston or the Norman Manley airport. Any other transportation costs or other costs incurred due to an FSP's dismissal from the program are your responsibility.

I have carefully read the Volunteer Policies and Procedures described above. I agree with the stated terms and conditions and understand that if I fail to comply, I may be dismissed from the Field Service Program.

Printed Name:

Signature:

Date:

# BLUE MOUNTAIN PROJECT

HAGLEY GAP, JAMAICA

## Field Service Program Liability Waiver

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Blue Mountain Project refers to the Blue Mountain Project, headquartered at 12417 Ocean Gateway #B11, Ocean City, MD 21842 (USA) and to its directors, employees and any others acting on its behalf.

I agree to follow all the laws of Jamaica and I will visit Jamaica as a goodwill ambassador. I recognize that Jamaica has its own culture and I will demonstrate respect for the culture including those cultural attributes that may be different from my culture. I recognize that I will be exposed to new situations and experiences. I will take reasonable care of myself and of others, and will not take any unreasonable risks that might endanger my, or another's, health or life.

I understand that I may be exposed to risks to my person and personal possessions. I understand that I may suffer physical injury, sickness or death, or damage to my property as a result of my participation in the Blue Mountain Project experience in Jamaica, and that there is a possibility of violence, crime and civil unrest. I understand that some services and facilities are provided by third parties, and are out of the control of the Blue Mountain Project. I freely and voluntarily accept and assume all such risks, dangers and hazards and understand that, despite its efforts, the Blue Mountain Project may not be able to ensure my safety at all times.

I understand that my work with Blue Mountain Project may include construction and rehabilitation of buildings, and I may encounter various tools, e.g., hammers, saws, power saws, nail guns, drills, ladders, and others. This is not a complete list of dangers, but names only a few possible risks.

I am medically fit and do not suffer any disabilities, physical limitations, emotional or psychological conditions, other than those disclosed. I will take only those medicines, which I am medically permitted to take to maintain my good health and which have been lawfully prescribed to me.

I hereby release the Blue Mountain Project from any claim whatsoever that may arise as a result of any first aid, treatment, or service or assistance provided to me in connection with any injury that arises from my work for the Blue Mountain Project. I am expected to have my own health insurance. I am not relying on the Blue Mountain Project to maintain insurance coverage should I be injured. I take full responsibility for my welfare, health, and safety.

I hereby release and hold harmless on my own behalf and on behalf of my heirs, successors, assigns, administrators and executors the Blue Mountain Project, its employees, directors, volunteers and agents from any and all liability for any loss, damage, injury or expense that I or my next of kin may suffer as a result of my participation in this activity, including but not limited to accidents, acts of God, war, civil unrest, sickness, transportation, scheduling, government restrictions or regulations, and any and all expenses I may incur while participating in the Blue Mountain Project's activities. I understand that this agreement cannot be modified except in writing to the Blue Mountain Project and that no oral modification or interpretation will be considered valid.

I have read this document carefully and I acknowledge my responsibilities and the effect of this liability waiver. I am 18 years of age or older.

Printed Name of Participant

Signature of Participant

Date