



Code of Conduct

I understand that throughout this program I am representing GapGuru, supporting the work of the FutureSense Foundation who maintains relationships with local partners you will be interacting with.

I agree to follow the expectations set out in this Code of Conduct, including those relating to behaviour, safety, privacy, and social media.

I agree to attend all required briefings and orientations, and to follow all health and safety instructions given by staff throughout the program.

By signing this document, I acknowledge that I am also required to comply with any related program policies and procedures provided to me before travel. A summary of those policies and where to read them in full is in Appendix 1 at the end of this document.

General Expected Conduct

- I will behave respectfully towards other students, staff, local partners, and community members at all times.
- I will respect local customs, cultural expectations, and dress standards throughout the program.
- I will not use language or behave in a way that is abusive, discriminatory, harassing, threatening, or otherwise inappropriate.
- I will follow all instructions given by GapGuru staff and comply with all health and safety requirements during the program.
- I will speak to a staff member if I feel unsafe, unwell, overwhelmed, or have concerns about anything during the program.
- I will not purchase, possess, or use illegal drugs at any time. I understand that this may result in immediate removal from the program at my own cost.
- I will not consume alcohol unless permitted under the rules of the program and local law, and I will never be under the influence of alcohol during official program activities.
- I will not rent, drive, or ride on a motorbike, motorcycle, scooter, or any other form of transport prohibited by GapGuru.
- I will use social media responsibly and will not post identifying information, images, or details about community members, schools, or specific project locations without staff approval.

- I will honour ethical giving practises and will not accept, give, promise or fund directly individuals or community organisations without consent from GapGuru or the FutureSense Foundation.

Expected Conduct towards Children & Vulnerable Adults (Safeguarding)

- I will help protect the safety, privacy, and dignity of children and vulnerable people by always behaving appropriately, following staff guidance, and asking permission before taking photographs.
- I will follow all staff instructions and supervision requirements when interacting with children and vulnerable people during the program.
- I will not spend time alone with a child or vulnerable person without the knowledge and approval of GapGuru staff.
- I will treat all children and vulnerable people with respect, always maintain appropriate boundaries, and avoid any behaviour that could be intimidating, humiliating, discriminatory, or inappropriate.

Statement of Commitment

- I understand that this Code of Conduct is in place to help protect the safety, privacy, and wellbeing of everyone involved in the program.
- I agree to report any safeguarding concern, health and safety issue, serious incident, or breach of this Code of Conduct to a GapGuru staff member as soon as possible.
- By signing this Code of Conduct, I confirm that I have read, understood, and agree to follow this Code of Conduct. I understand that breaches may result in disciplinary action.

If Something Goes Wrong: Reporting

You have a duty to report any suspected or observed safeguarding concern, health and safety issue, serious incident, or policy breach - as soon as possible, and within 24 hours.

First point of contact

Your in-country manager, a GapGuru/FSF staff member, or the designated safeguarding officer on your program.

If you can't report locally, contact the Global Management team directly: safeguarding@gapguru.com

You are protected under our Whistleblowing Policy when you report in good faith. Confidentiality is maintained on a need-to-know basis, and retaliation against anyone who reports in good faith is itself a disciplinary offence.

If a child or vulnerable person discloses something to you

- Stay calm. Listen without interrupting or asking leading questions.
- Don't take them somewhere private or isolated - find a quiet but visible spot.
- Reassure them they did the right thing. Don't promise to keep it secret.
- Stay with them, then report it immediately through the channels above.

Appendix 1: Behind the Code

Safeguarding Policy

Protects children and vulnerable adults from harm, abuse, and neglect. Covers supervision, consent, reporting procedures, and what to do if someone discloses a concern. Zero tolerance for exploitation or abuse.

[→ Read the full Safeguarding Policy](#)

PSEAH Policy (Prevention of Sexual Exploitation, Abuse and Harassment)

Sets out the zero-tolerance approach to sexual exploitation, abuse, and harassment - physical, verbal, and non-verbal. Explains definitions, reporting channels, and the protections in place for anyone raising a concern.

[→ Read the full PSEAH Policy](#)

Social Media Policy

Explains how to share your experience responsibly. Covers consent for photography, what not to post, and rules about connecting with community members online. Protects the privacy of everyone involved in the program.

[→ Read the full Social Media Policy](#)

Whistleblowing Policy

Your protection when you raise a concern. Explains how to report wrongdoing safely, how confidentiality is maintained, and the process your report will follow. Retaliation against anyone reporting in good faith is a disciplinary offence.

[→ Read the full Whistleblowing Policy](#)

A note for parents & guardians

If your child is travelling with us, these four policies together describe how we safeguard participants and the communities we work alongside.

We encourage you to read through them with your student before departure. For any questions about the program, safeguarding, or our policies, contact safeguarding@gapguru.com or speak to your program coordinator.

Questions? Talk to your program lead or email safeguarding@gapguru.com