**Volunteer Conduct Standards**

Junior Achievement (JA) Singapore is an organization dedicated to inspiring and empowering young people to improve the quality of their lives and communities through high-quality, interactive enterprise and economic learning programs in a partnership between business and education. Our purpose is to educate and inspire young people to value free enterprise, understand business and economics, and be workforce ready.

JA volunteer provide valuable lesson to young people and can make a lasting impression on their lives. Any adults misconduct with students carries serious consequences. The following standards are designed to help volunteers understand the conduct expected of them in the classroom. These standards are designed to help protect both the students as well as the volunteer. Our policy states that each volunteer must have a signed Volunteer Conduct Standards Form on file with JA before entering the classroom as a business volunteer.

* Young people look to adults for examples of appropriate behavior. JA volunteers must use appropriate language and model behavior, such as respect, integrity, honesty, and excellence. Use of profanity and sexualized language or providing them with alcohol or legal/illegal drugs is forbidden.
* Volunteers must take particular care when touching students and must understand the difference between appropriate touching, such as a handshake or pat on the back, and touching that is sexual and disrespectful. Volunteer also must be aware of how any physical contact may be perceived.
* Interactions with students must be appropriate and appear to be appropriate. Volunteers typically work with groups of students, though occasionally a one-to-one situation may occur. Prior to any one-to-one interaction, a JA volunteer must ensure that another adult is present. Favouritism or the appearance of favouritism should be avoided in all interactions with students.
* Volunteers are responsible for the quality of interactions with young people. Students often find it difficult to state discomfort or voice of objections. Volunteers must be especially sensitive to student’s physical and verbal cues.
* No contact with any student outside the classroom without the prior knowledge or consent of the teacher and JA Singapore staff.
* Dress should not violate school dress codes and should be consistent with normal business attire.

Social media (e.g., Facebook) is a powerful communications tool. Junior Achievement Singapore expects all employees and volunteers to abide by its social media policy in all their communications on any social media site. JA employees and volunteers must communicate on social media sites professionally and respectfully, just as JA would expect them to communicate were they present in person. JA volunteers should not become friends with JA students on social media sites. Photos taken in class should not be posted on any social media sites except for JA Singapore Facebook Closed Group.

**These standards do not constitute a comprehensive list.** Any allegations of violation of these standards may result in immediate suspension as a JA volunteer. If an investigation by the proper authorities determined a violation occurred, it will result in the immediate and permanent dismissal of the JA volunteer.

**Please tick for your consent of the following:**

* I have read and understood JA’s Volunteer Conduct Standards as stated above and will abide by these standards.
* Please send me future updates about JA programs.

**In addition, I will be committed to the JA program that I have volunteered for which includes being prepared to conduct the class with course materials provided. The course materials are JA copyright and I will not use the materials outside the specified class.**

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Name Per NRIC (please print) E-mail Signature

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Car plate number if driving Date

**Junior Achievement Singapore Data Protection Policy**

Junior Achievement (JA) Singapore respects the privacy of your personal data. Our privacy policy, set forth below, complies with Singapore’s Personal Data Protection Act of 2012. The Personal Data Protection Act (PDPA) 2012 establishes a general data protection law in Singapore which governs the collection, use and disclosure of individuals’ Personal Data by organizations.

1. **Personal Data**

Personal Data refers to any data or information about you from which you can be identified. JA Singapore do not collect any personal identifiable information about you unless you voluntarily provide it to us.

Examples of Personal Data include:

* Your name, NRIC, passport or other identification number, personal/work telephone number(s), personal/work mailing address, personal/work email address;
* Photos, films and/or video recordings of you;
* Information about your use of JA Singapore websites, including cookies, IP addresses, etc;
* Any other information in any forms you may have submitted to us or in other forms of interaction with you.

1. **Collection of Personal Data**

JA Singapore may collect your Personal Data through the following ways when you:

* register with us as a volunteer;
* attend our events, workshops, conferences, etc.;
* make a donation to JA Singapore;
* visit our website;
* submit your Personal Data for any other reasons.

When you browse JA Singapore website, the information we collect is anonymous. We can not identify individuals. The information is used for the sole purpose of improving our website. You may disable cookies by changing the setting of your browser. However, it should be understood that many sites will not function properly if your browser is set to decline cookies.

1. **Use and Disclosure of Personal Data**

Any Personal Data you provide to JA Singapore or that we collect from you is maintained and accessible only by JA Singapore, unless specifically stated otherwise. JA Singapore will ensure that your Personal Data is stored securely and kept in confidence. JA Singapore may use the information it collects in any of the following ways:

* JA Singapore will only use, disclose your Personal Data for the purposes you have been notified of and consented to or which are applicable under applicable law and regulations;
* From time to time, JA Singapore may use your information to inform you about upcoming volunteer opportunities and events or new information important to you as a volunteer or teacher;
* JA Singapore will not sell, rent and/or transfer your Personal Data information to third parties for commercial purposes without your consent.
* JA Singapore will not release your Personal Data to other companies or organisations without your permission.

1. **The Do Not Call Registry**

The Do Not Call (DNC) Registry came into effect on January 2014 and is focusing on telemarketing calls/SMS/FAX messages of a commercial nature sent to consumers. It prohibits organisations from sending certain marketing messages in the form of voice calls, text or fax messages to Singapore telephone numbers, including mobile, fixed-line, residential and business numbers, registered with DNC Registry. Messages sent solely to solicit donations or volunteers for a charitable cause without any marketing elements (such as an offer to supply good or services) would not fall within the definition of a specified message. Please, see Section 3.8 to 3.18 of the DNC Advisory Guidelines for more details.

1. **Transfer of Personal Data outside Singapore**

JA Singapore will not transfer any Personal Data to a country or territory outside Singapore.

I understand that I am providing my Personal Data information to Junior Achievement Singapore.

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Name Per NRIC Signature Date