

The Singapore International Foundation Global Citizens Charter

The mission of the Singapore International Foundation (SIF) is to promote understanding and strengthen ties and trust between Singaporeans and world communities. We do this through various programmes that enable different communities to come together and collaborate for positive change.

Many Singaporeans and Friends of Singapore enable the SIF's work. They give generously of their time, talent and treasure to uplift lives and effect change, in areas such as healthcare, education, arts and culture, business, and the environment.

We need and welcome the efforts of all to achieve our goal of becoming a nation of responsible **Global Citizens**. In particular, **Singaporeans** play the role of **Citizen Ambassadors** when they volunteer to work alongside their overseas counterparts to shape new realities, while fostering greater intercultural understanding.

The **SIF Global Citizens Charter** below sets out the principles, values and ethical behaviour we believe is right, based on the Foundation's mission and core values. All members joining the SIF network of Volunteers¹ shall agree to the Charter. By doing so, you commit to upholding the following beliefs and behaviours in the performance of your role as a volunteer with the SIF.

As persons volunteering with the SIF, we share the following beliefs:

A better world begins with better understanding and collaboration. We believe that when people work together, they gain insights that foster mutual understanding and trust, building constructive friendships can be harnessed for global peace and sustainable development.

We facilitate the sharing and exchange of skills. We share our ideas, skills, experiences and resources to empower others to become catalysts for sustainable change in their own communities.

We aim to foster sustainable change. We believe that communities we work with are the most appropriate people to make decisions about their own development. To sustain positive change, we co-create goals with our host communities and measure outcomes so there is ownership for its sustained success.

We are committed to building effective and meaningful partnerships. We seek to leverage each other's strengths and learn from one another – to enhance the effectiveness of our programmes and advance common goals.

¹ A person who undertakes activities without monetary reward or the expectation of paid employment with the SIF and does so of their own free will.

We are results-oriented and responsibly deliver on our commitments to stakeholders. We will honour commitments made and fulfil our responsibilities with integrity and to the best of our abilities, in keeping with mutually agreed terms.

We treat others and ourselves with respect. We treat all people with dignity, honesty, and fairness at all times. We show respect by listening to and seeking to understand different points of views, being sensitive to cultural and religious diversity, and working collaboratively with others to achieve common goals and a harmonious world culture.

And accordingly, commit to act in good faith in the following areas:

Responsible Performance

1. Comply with role requirements as agreed to in the letter of appointment with the SIF.
2. Comply with reasonable directions given by the SIF or the host agency.
3. Cooperate with the SIF's established system of supervision and evaluation which safeguards the quality of service delivery and your safety.
4. Display high skills, personal responsibility, care and diligence in the performance of your duties.
5. Undertake appropriate training for the assignment, as necessary.
6. Notify the SIF in advance of any inability to meet your commitments.
7. Do not perform professional services not originally planned for and for which special certification or licensing is required by the host country, unless certified to do so and with the approval of the SIF.
8. Do not be under the influence of alcohol, drugs, or other substances during service.
9. Maintain the confidentiality of privileged information about the SIF, its projects, partners and beneficiaries you are privy to in the course of service.
10. Do not make statements to the media about your assignment, the host agency, the SIF, or other related persons and issues. Instead, refer all media enquiries to the SIF project manager or the SIF communications director unless prior permission is obtained from the SIF.
11. Do not represent yourself as working for or employed by the SIF.

Ethical Behaviour

12. Avoid social or intimate contact or behaviour which may compromise, or be perceived to compromise, your ability to maintain responsible and ethical relationships.
13. Dress appropriately, bearing in mind the cultural norms and practices of the host country and community to which you are assigned.
14. Do not accept cash, donations or gratuities from participants, clients or members of the community in return for your services. Avoid borrowing or lending money.
15. Treat women, children, the disabled, and other vulnerable persons with dignity and due decorum. Volunteers who work directly with children shall undergo special screening processes and reference checks, as required by the SIF.

Safety and Security

16. While in a foreign country:

- a. Respect the local law. The SIF will not condone any conduct which incurs risk of injury or physical harm to self or others or presents a substantial possibility of loss or destruction of property.
- b. Appreciate the risks associated with and take the necessary precautions when serving abroad, including adhering to any safety instructions given.
- c. Report immediately any security concerns, aggression, sexual advances, crime incidents or any other potentially unsafe conditions to the SIF.
- d. Take responsibility to safeguard your health and declare any pre-existing medical condition(s). The SIF does not assume responsibility and is not liable for volunteers' pre-existing medical issues or its associated costs.
- e. Refrain from owning or operating motor vehicles during your service period. The SIF is not liable for any personal injury suffered or damage incurred by a volunteer arising from or in connection with the operation of motor vehicles.
- f. Do not engage in or comment on the political affairs of the host country in public. Avoid the promotion of political, religious or social beliefs to others.
- g. Acknowledge and value the openness and hospitality of host communities. Conduct yourselves with dignity and respect, and exercise discretion in your personal affairs when on assignment.
- h. Exercise discretion when taking, using and sharing images of beneficiaries or their friends/relatives. You are advised to seek permission before taking their pictures or videos, exercise sensitivity and uphold the dignity of people portrayed in any of your images uploaded on any social media platforms.

The above Charter and its code of conduct provides a framework for the responsible and ethical performance for volunteering at the SIF. If found in breach, the SIF may terminate the volunteer's assignment as a corrective action. The Charter is not exhaustive and may be amended or extended at the SIF's discretion.