

Growth International Volunteer Excursions Comprehensive Risk Management Plan



© 2019 Growth International Volunteer Excursions. This document is confidential and may not be used, viewed, or distributed to any unauthorized person without written permission from Growth International Volunteer Excursions. This document contains trade secrets and confidential information.

Overview	4
Goals.....	5
Mission Statement	5
International Staff Training & Qualifications.....	5
Training and Hiring Methodology.....	5
Lead Guide Qualifications.....	6
Education Coordinator Qualifications.....	6
WILD Core Competencies.....	6
Risk Identification & Mitigation Process.....	9
Onsite Manuals and Risk Assessment Forms.....	9
<u>Environmental Factors</u>	10
Terrain	10
Weather.....	11
Immunizations & Diseases	12
Water, Food & Hygiene.....	13
Lodging and Homestays	13
Transportation.....	14
Crime	14
<u>Psychological/Human Factors</u>	15
Group Psychology	15
Physical Condition.....	15
Mental and Emotional Health:.....	16
Communication	16
<u>Equipment</u>	16
First Aid kit.....	16
Travel packet	17
Incident Aversion and Preparation	17
Onsite Orientations	18
Alcohol & Drug Policy.....	18
Policy Violation and Withdrawal/Dismissal Procedures.....	19
Travel Alert & Delays	19
Political Concerns.....	20
Technology & Communication	20
Evacuation Procedures	21
Emergency Scenarios	22
Language	22
Medical Information Form & Participant Health Issues	22
Sexual Assault/Harassment	22
Injury Report Form.....	23
Insurance.....	23
Participant Insurance	23
GIVE Insurance	23
Participant Preparation & Support.....	24
Pre-Departure Support.....	24

In-Country Support.....26
Re-Entry Resources27
Local Partners & Operators..... 27
Assumption of Risk 28
 Procedure For Completing Waivers28
 Minors On GIVE Trips.....28
Environmental Ethics & Policies 29
Documentation, Forms, & Checklists..... 30
 Handbooks, Policies & Procedures30
 Risk Assessment/Vetting Forms.....30



Overview

The purpose of the Comprehensive Risk Management Plan is to identify risks, proactively plan to minimize those risks, develop redundant systems to decrease both risk and exposure to Growth International Volunteer Excursions (GIVE) and its employees, volunteers, participants, partners, affiliates, and clients, and to adequately respond to an incident or emergency that occurs in the course of operations.

Risk is the opportunity for loss or gain. GIVE's responsible travel immersion programs attract participants seeking opportunities for academic and personal growth. Our risk management plans and operations mitigate the potential for harm and optimize the gain from inherent risk through our responsible travel immersion programs.

Participant safety is our top priority. We seek to continually exceed industry standards by consistently reviewing and updating our risk management procedures so they are dynamic, contextual, operationalized and evaluated. All programs and partnerships have been carefully vetted and site audits have been conducted by our consultant in Sustainable Development and Risk Management, a Ph.D., and professor of sustainable tourism at SUNY Cortland. We have established an organizational culture centered on risk management that is shared across all of our operations. Our guides, interns, and local staff are trained in vetting the locations, and our emphasis on hiring local staff increases our knowledge base and cultural competency regarding host communities and the region. We have refined methods and protocols to identify, channel and evaluate the spectrum of risk factors from the environmental conditions to the geopolitical status of our locations in real-time. The participants are accompanied throughout the entire excursion on a carefully vetted itinerary, and local staff and guides prepare the participants and conduct site-specific orientations to equip them with the knowledge and tools to make informed, responsible decisions in the host location.

We have developed strong partnerships with our host communities that are located in small, rural villages, off the beaten path and not commonly frequented by tourists. GIVE exercises due diligence prior to developing partnerships with our host communities, which includes doing local and national research, conducting local interviews, and collecting references to gain an understanding of the community's reputation. GIVE continually mitigates risks through ongoing communication with community members and local staff. We have operated in 10 locations over the past 8 years sending over 5,000 participants abroad. Our success is largely based on effectively developing long-term partnerships with community members in each location.

In the case of significant events or emergencies GIVE will contact key stakeholders to ensure the transparency of events as they transpire and to keep all parties well informed. GIVE and our partners will preemptively identify who should be contacted in any such

event, and follow the established protocol to provide reports and documentation of the event in a professional and timely manner.

Goals

The goals of risk management are to:

- Identify risks in our operations.
- Mitigate risk through proactively planning and reviewing communication, training, equipment, and emergency response in the course of running our programs. Acknowledging that change is constant, we will build in practices allowing us to implement changes to our program and adapt to new realities.
- Maintain a culture of safety where all employees have ownership in maintaining the systems and practices that ensure the highest quality experience for both our participants and staff.
- Inform participants of identified risks so that they can make educated decisions on what they would like to participate in and how to proactively keep themselves safe through situational awareness.

Mission Statement

Growth International Volunteer Excursions is committed to inspire growth, empower global citizens, and ignite sustainable change worldwide.

International Staff Training & Qualifications

Training and Hiring Methodology

All staff are certified in Wilderness First-Aid, and trained in Risk Management, Outdoor Leadership & Teamwork, Wilderness Skills & Decision-making, and Cultural Awareness. We hold our weeklong [Wilderness and International Leadership Development \(WILD\) Course](#) annually, which is attended by our GIVE Guides and Regional Coordinators, to evaluate and develop their skills and build cohesion with their in-country teams prior to each summer season.

In addition, GIVE has a rigorous employment procedure that ensures all staff have exemplary training, continuity, and field experience before being employed as a trip leader. To maintain a strong leadership foundation, internships are offered to past GIVE participants that exhibit strong leadership, risk management, teamwork and Wilderness First Aid skills during our WILD course, held in Washington State every spring. This course provides an invaluable opportunity to vet incoming staff's capabilities prior to offering them internships, and to ensure continuity in our standard of training. In addition, certifications in TEFL, permaculture, PADI, and cultural sensitivity training are required based on their position and location. Once on-boarded with certifications, emergency response training, risk management and accident avoidance skills, interns then shadow experienced Guides and Coordinators for 6-8 weeks in the field to prove their capabilities

and ultimately be promoted to Guide/Education Coordinator, Lead Guide and Regional Coordinator positions in the future.

Lead Guide Qualifications

- Two years of leadership experience internationally, with emphasis on cultural competency necessary to safely and professionally lead university students and participants in foreign environments. Relevant experience in mountaineering, open ocean activities, coastal and inland water activities (e.g. swimming/surfing/rafting), and other forms of trekking and wilderness guiding.
- CPR and Wilderness First Aid certifications. Special consideration will be given to Wilderness First Responder and EMT certifications.
- Location specific certifications such as PADI, Swift Water Rescue, etc.
- Applied professional experience in the destination area in which applicant seeks employment will be given special consideration.
- Proficiency in local language
- Clear background check

Guide Qualifications

- CPR and Wilderness First-Aid certifications are the minimum requirement. Special consideration will be given to Wilderness First Responder and Wilderness EMT certification.
- Personal and or professional experience in the area in which applicant seeks employment will be given special consideration.
- Proficiency in local language
- Clear background check

Education Coordinator Qualifications

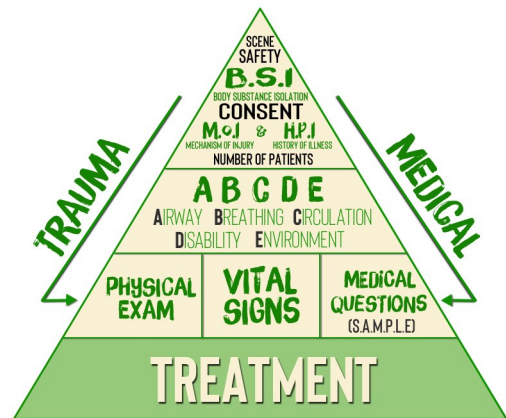
- TEFL or equivalent certifications are the minimum requirement.
- Wilderness First Aid certifications are the minimum requirement.
- Extensive local experience in the area in which applicant seeks employment and teaching experience will be given special consideration.
- Proficiency in local language
- Clear background check

WILD Core Competencies

The following content is a synopsis of our weeklong WILD curriculum and represents our fundamental approach to first aid, risk management, leadership, and how they correspond to remote locations with different international contexts. This annual course ensures that we continue to refine and enhance these practices and instill these necessary due processes into the hearts and minds of our staff to promote a diligent and consistent approach to the facilitation of international group travel.

Wilderness First Aid (WFA)

The patient assessment triangle guides rescuers through patient assessment procedures in the field; it is the foundational tool of Wilderness First aid. After establishing scene safety, rescuers should rule out and/or treat any life-threats during the primary assessment, and then identify any physical injuries and/or medical issues during the secondary assessment. Following the secondary assessment, rescuers should proceed with appropriate treatment up to the level of their training.



Risk Management Process

Identify the Risk

- Utilize Situational Awareness

Assess the Level of Risk

- Risk = Frequency x Severity

Treat the risk appropriately

- Avoid, Reduce, Transfer, or Accept

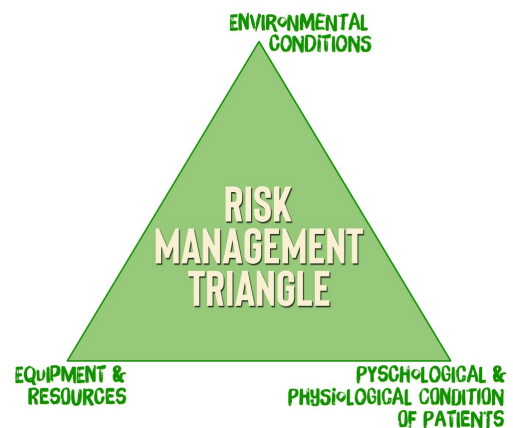
Implement Your Risk Management Plan

- Must Be Reasonable, Careful, & Prudent

		SEVERITY		
		LOW	MEDIUM	HIGH
PROBABILITY	HIGH	Yellow	Red	Red
	MEDIUM	Green	Yellow	Red
	LOW	Green	Green	Yellow

Risk Management Triangulation

Through this triangulation process, leaders develop a "best course of action" protocol grounded in the environmental conditions in the field of operation; resources available to mitigate risk; and the skill level and emotional state of the participant(s).



Leadership Development

We provide ongoing training in situational leadership strategies that include the following elements:

- Extreme Ownership
- Decentralized Command
- Proper Planning
- Effective Communication
- Appreciative Inquiry
- Start With Why
- Decision Making
- Prioritize & Execute
- Teamwork

Mental Health First Aid

Mental Health first aid training focuses on how to recognize symptoms of mental health problems, how to offer and provide initial help, and how to guide a person toward appropriate treatments and other supportive resources.

Mental Health First Aid Action Plan (ALGEE)

- Assess for risk of suicide or harm
- Listen nonjudgmentally
- Give reassurance and information
- Encourage appropriate professional help
- Encourage self-help and other support strategies

Trip Planning

Our trip planning and logistics training is extensive. We focus on training and assessing guide’s capacity to deliver the following core competencies:

– Planning & Delivering Orientations	– Following Leave No Trace Principles
– Topographic Map Reading	– Setting Individual Roles & Responsibilities
– Route Finding	– Identifying & Utilizing Available Resources
– Assessing Environmental Factors	– Emergency Protocols and Evacuations

International Context & Situational Awareness

In an international setting the core competencies of Wilderness First Aid, risk management, leadership, mental health first aid, and trip planning must be reexamined and contextualized in order to be effective. Leaders must continually build their knowledge, confidence, adaptability and cultural awareness in order to succeed in dynamic settings around the world. Our on-site risk evaluation includes risk management audits and training by external experts.

Risk Identification & Mitigation Process

To ensure that inherent risks are continually mitigated GIVE conducts a seasonal assessment to identify risks. These risks are then treated: reduced accepted, avoided or transferred with multiple levels of oversight. This process is diligently documented for every major activity/event that takes place in each of our itineraries. GIVE *Vetting Forms* are segregated into four different categories: activities, projects, accommodation, and transportation. When necessary a fifth category is added to a form specifically for vetting major third party operators or vendors. On average one itinerary will have upwards of 25 different forms identifying and assessing corresponding risks for each activity. Our staff understands that these forms are not a formality, they are an integral part of our duty and documentation is maintained throughout the organization.

**Please see Example Assessment Forms executed in Nepal in the Documentation, Forms & Checklists section below.*

Onsite Manuals and Risk Assessment Forms

GIVE's Director, Head of International Operations and Regional Coordinator(s) complete risk assessment and vetting forms for each country, region, project, activity, transport, and accommodation included on the itinerary, as well as alternate assessments for optional plans or unforeseen circumstances. This process is diligently documented for every major activity/event that takes place in each of our itineraries.

GIVE's Regional Coordinators and in-country Guides/Instructors complete a series of checklists both at the beginning of each trip season (March, May-August and January-February) and prior to each excursion to ensure safety. Guides receive an *Onsite Manual* including emergency assistance and contacts specific to their host country and conduct routine safety meetings prior to each trip season and each excursion to further ensure safety and mitigate risk. These manuals are consistently reviewed to ensure they are up-to-date and contain a variety of essential location and country specific information that is easily accessible and can be utilized in the event of an emergency.

In addition, all staff review the *International Policies and Procedures* document that includes specific responses to a variety of emergency situations. All staff are required to review this document yearly and are tested on their knowledge prior to each season.

**Please refer to GIVE's International Policies and Procedures Document in the Documentation, Forms & Checklists section for a complete details regarding risk mitigation.*

These documents provide structured and congruent procedures to ensure our excursions retain the highest level of risk mitigation and continual safety improvements. The following forms are completed and documented before the start of each excursion by in-country Guides and/or staff: *Seasonal Checklist, Worksite Survey, Automobile Inspection –*

Seasonal, GIVE Leader Safety Meeting, Incident Report Form as well as the American Red Cross Be Red Cross Ready Thunderstorm Safety Checklist, Tsunami Safety Checklist, Hurricane Safety Checklist, Earthquake Safety Checklist, Heat Wave Safety Checklist, and Power Outage Checklist.

**These Additional Incident Forms and Environmental References are attached in the Documentation, Forms & Checklists section below.*

Environmental Factors

GIVE's headquarters and Guides/Instructors consistently track weather and travel alerts, maintain aligned communication, and are prepared to change itineraries and/or travel plans accordingly. The U.S. State Department provides several resources to help U.S. citizens evaluate risk when traveling abroad. GIVE constantly monitors these resources including the U.S, Canada, and other countries' embassies Travel Alerts, Public Announcements, Consular Information Sheets, and Weather Warnings/Alerts. This includes, but is not limited to:

- Travel advisories and travel warnings via U.S. Department of State's Country Specific Information Report and Travel Warning for the country of destination (<http://travel.state.gov/content/passports/english/alertswarnings.html>)
- The Department of State's Overseas Security Advisory Council (OSAC) Regional Analysis (at <https://www.osac.gov/Pages/ContentReports.aspx>)
- World Meteorological Organization (WMO) (<https://public.wmo.int/en>)
- International Tsunami Information Center (ITIC) current official tsunami bulletins (http://itic.ioc-unesco.org/index.php?option=com_content&view=article&id=1166:current-official-tsunami-bulletins&catid=1164&Itemid=1302)
- All participants will be strongly encouraged to register with the [Smart Traveler Enrollment Program \(STEP\) through the US Department of State](#). This informs the local embassy of individuals traveling and contact information to send notices and information relating to emergency messages, security messages, travel alerts, and travel warnings.

Below are several examples of some of the in-place protocols. While not intended to be comprehensive or extensive, they provide a sample of our process and due diligence.

Please refer to the following general **EXAMPLES** of how environmental risks are identified and assessed. NOTE: each international itinerary will have location specific vetting forms reviewing these risks and how to mitigate them in depth, completed and updated before every season.

Terrain

- Water hazards
 - Orientation for participants to the dangers associated with open and fresh water activities and necessary precautions. No less than two guides at all

times so both shore and in-water protocols are actionable. Personal flotation devices are provided during all boating activities, e.g., sailing, snorkeling, tubing, bamboo rafting, etc. Local personnel are provided as an extra precaution based on the size of the group and the location. For whitewater rafting activities GIVE utilizes the expertise and experience of local rafting outfits, after thoroughly vetting the company's risk management procedures, evacuation protocols, accident history and reputation. Open-water transportation is also delayed, modified, or canceled based on established criteria (weather warnings, tide charts) to mitigate risk. GIVE upholds a strict policy of no alcoholic consumption during in-water activities.

- Worksite hazards
 - GIVE's staff conducts a walk-through analysis of all worksites to identify possible hazards in order to mitigate and communicate these risks to all participants and on-site personnel. Prior to arrival, participants read and acknowledge understanding of the *Volunteer Safety Handbook* with general safe work practices. In-country guides demonstrate proper use of all tools, lifting techniques and safety gear. Guides provide direct supervision along with local project managers to ensure compliance.
- Altitude
 - Orientation for all participants on the dangers and symptoms associated with exposure to high altitudes. Staff are trained in all necessary precautions and how to identify the signs and symptoms of altitude-related illnesses. Experienced guides will stress the importance of walking slow to acclimatize, staying hydrated, maintaining adequate nutrition, and getting adequate sleep to participants. Adequate staffing will always be available for high-altitude treks to monitor participants and accompany them to lower altitudes should symptoms become serious. Guides will carry appropriate medical and first aid care to treat the symptoms of altitude sickness throughout the trek. Local medical providers are pre-established if more serious altitude related illnesses are identified. Well defined evacuation procedures are in place in case of an emergency.

Weather

- Extreme heat
 - Adequate water consumption, scheduled breaks, shade, sunscreen, and hats. Guides educate/inform participants of hazards associated with heat. Guides trained in all heat-related illness protocols.
- Rain
 - Shelter and rain gear is provided and used. Guides educate/inform participants of hazards associated with rain. Slippery surfaces scouted and identified. Slide areas evaluated and appropriate protocols undertaken.
- Cold/Hypothermia

- Participants are required to have adequate clothing, footwear and equipment for the specific weather conditions, and are encouraged to maintain high levels of nutrition and hydration. Gear checks undertaken prior to departure. Guides carry extra clothing and hypothermia related supplies and equipment when participants are exposed to longer periods of cold weather.
- High winds
 - Weather forecasts remain monitored and local resources engaged. Travel plans are modified/changed to avoid transportation with heightened risk, for example, open-water travel. Participants carry International Travel insurance to cover unforeseen fees associated with delayed travel due to weather.
- Natural Disasters
 - Guides/instructors are knowledgeable and practiced in Earthquake, Tsunami, Hurricane, Volcanic Eruption, Heat Wave, Thunderstorm, and Acts of Terrorism Evacuations plans.
 - Before each season, guides/instructors will drill emergency evacuation procedures and review evacuation checklists and responsibilities. Emergency evacuation kits, including a satellite phone, are readily available and easily accessible in-country.

Immunizations & Diseases

GIVE follows the Center for Diseases Control (CDC) for all Travel Health Warnings and Travel Alerts. Vaccines are not required by GIVE to participate in our programs, but provide valuable protection; therefore, it is highly recommend that students remain up to date in their immunizations prior to departure for traveling abroad.

- Insects carrying malaria and other blood-borne diseases
 - Participants are advised to talk to their doctor about malaria and antimalarial medication before departing their home country. The provided packing checklist strongly recommends participants bring one to two cans of insect repellent. Guides will also assist participants in obtaining insect repellent if needed.
- Diseases: hepatitis A, hepatitis B, typhoid, rabies
 - Participants are advised to visit their doctors for recommended immunizations and boosters. Participants are advised to have up-to-date immunizations and are informed of risk-mitigating precautions.
- Feral dogs
 - Participants are encouraged to stay away from feral dogs. Participants' doctors advise them on vaccinations and some participants may get rabies vaccinations as a proactive measure.
- Wildlife activities
 - Encounters with wildlife are conducted under the supervision of knowledgeable local guides. Participants are informed of potential dangers

associated with engaging with wildlife in close proximity and guides monitor behavior to ensure responsible tourism practices are maintained.

Water, Food & Hygiene

- Water
 - GIVE provides bottled and/or purified water for participants and does not recommend drinking the local water. Bottled and/or purified water will be accessible 24-hours a day. Staff encourage participants to hydrate often as heat exhaustion and dehydration are common health concerns.
- Food
 - Balanced meals and snacks will be provided to participants daily. All meals are prepared by previously vetted restaurants or individuals. GIVE is able to accommodate dietary needs.
 - As part of the pre-trip preparation, GIVE requires all participants submit a *Registration/Health Form* where they can submit dietary restrictions and allergies. Prior to departure, GIVE staff will review these restrictions with the participant and inform our Logistical Coordinator to make the necessary arrangements.
- Personal hygiene
 - Hand sanitizer and bathing facilities are accessible to participants. Participants will have access to all necessary amenities for personal hygiene purposes.

Lodging and Homestays

- GIVE, our partners, and/or vendors will provide lodging and homestay (lodging in private residences) opportunities for participants on select excursions and/or add-ons. Homestay options make up less than 5% of GIVE's annual operations.
- Due diligence is exercised in selecting, reviewing, and approving lodging and homestay options for participants, such as site visits, references, and interviews. Homestay families are known members of the community and have a positive reputation with community members.
- During the on-site orientation, participants will be given explicit guidelines on what types of host family behavior is appropriate and what behavior is cause for concern and should be reported to the guides. Cultural differences will be explained so participants behave respectfully.
- The homestay families are thoroughly vetted to ensure a healthy household environment, existing accommodation per the needs of the participant, and expectations regarding privacy and personal safety are agreed upon. Site visits are preformed prior to each season with available homestay options with continual oversight throughout the season. Additionally, there are regular check-ins with participants and host families during the homestay. If for any reason a homestay is found to be unacceptable, immediate action will be taken to remove the participant and find alternative accommodations. Evaluations are conducted at the end of each stay to assess and address any issues.

- GIVE guides/instructors complete the *Accommodation Assessment* form for each accommodation provider and route during the vetting process GIVE has identified and vetted backup accommodations in the event that additional housing is needed.

**Please refer to the Accommodation Risk Assessment form executed in Nepal in the Documentation, Forms & Checklists section below.*

Transportation

- The use of motor vehicles is an ongoing area of concern for GIVE's operations. GIVE avoids public transportation unless vetted and demonstrated to safely add a cultural benefit to the experience. Overall, motor vehicles in underdeveloped countries where GIVE operates may not meet the safety standards of developed countries, such as lack of seatbelts and other safety features, and may at times be unavoidable due to local standards and lack of alternate options. GIVE contracts for private transportation services with higher standards whenever possible. Guides educate and inform participants on the precautions and hazards associated with transportation and how to take precautions. The following requirements are in place for drivers regardless of locale:
 - All drivers must be of legal age to drive and possess a valid driver's license.
 - All drivers must familiarize themselves with the vehicle they are using to the satisfaction of the lead guide.
 - All drivers must abide by all host country traffic and transportation laws.
 - All occupants must wear seatbelts, if available, at all times.
 - All occupants must remain seated while the vehicle is in motion, if possible.
- GIVE guides/instructors complete the *Transport Risk Assessment* form for each transportation provider and route during the vetting process. Before the start of each season and/or excursion in-country guides and/or staff complete *Automobile Inspection*.

**Please refer to the Transportation Risk Assessment form executed in Nepal in the Documentation, Forms & Checklists section below.*

Crime

- Although the crime threat remains lower in GIVE host-countries than in many U.S. cities, crimes of opportunity such as pick-pocketing, purse-snatching, and burglary do occur. Violent crimes against foreigners are relatively rare.
- GIVE guides remain alert, travel in groups with participants at all times, and ensure that all participant travel documents are kept in a safe area at the accommodations that provide adequate security. All related issues and travel precautions are reviewed and addressed in orientation sessions throughout the trip.

Psychological/Human Factors

Human factors also play a key role in the participant experience and in the safety of the individual and group.

Group Psychology

- Understanding the skill levels of the group and providing choice options for participants who may be uncomfortable with the activity at hand. Multiple activities are provided to allow for participation across all skill levels.
- Summit fever and group think: Often times when individuals are in a group or in a foreign environment, no one will want to be the person to slow the group down or speak up when an activity may be too risky for them. Our guides are trained on communicating with participants to uncover these concerns before they happen and to ensure the psychology of the group remains centered on being safe as the first priority.

Physical Condition

- General conditioning
 - Participants are provided with the itinerary and are made aware of the physical/medical conditions inherent in activities and the surrounding environment. Participants complete a questionnaire about their health and fitness level prior to participating on trips. Participants are advised to visit their doctor regarding fitness and health concerns prior to trip departure.
 - Certain activities may require additional training and conditioning. This will be evaluated for each activity on a case-by-case basis.
- Pace
 - Guides will set an appropriate pace with regard to instruction and physical exertion. Guides will routinely monitor the group and encourage communication regarding any difficulties or issues.
 - Guides will move teams through hazardous areas safely and pre-plan breaks and camps to avoid exposure to variety of complications such as heat or rainfall.
- Supervision
 - GIVE strives for a low participant-to-guide ratio to ensure a safe, manageable experience.
 - Participants must successfully master any prerequisite training before partaking in associated activities.
 - Instructors/guides implement instructional measures prior to partaking in associated activities and use other safety measures for participants.
 - Teamwork and trust is stressed at the beginning of the trip and emphasized throughout duration to facilitate healthy communication.
 - Guides are trained to identify symptoms that may indicate a physical problem (shortness of breath, pallor, confusion, etc.).

Mental and Emotional Health:

- Participants are encouraged to be vigilant about their mental and emotional health while abroad. They are encouraged to contact GIVE staff before departure and to inform their on-site guides during the orientation process if they have specific concerns about their mental or emotional health.
- Most participants experience emotional highs and lows during their time abroad. Culture shock is expected, and the staff receives extensive training on addressing the associated issues. Participants are informed of symptoms of culture shock so they can better cope and understand others having similar experiences. Loneliness, homesickness, irritability, and other behaviors are common amongst participants. Staff are adept at identifying typical travel related issues and those that are more serious and require an escalated response.

**Please refer to GIVE's International Policies and Procedures Document in the Documentation, Forms & Checklists section below for more information.*

Participant Safety & On-site Orientations

- Training – Participant
 - Orientation and instruction prior to engagement in activities
 - Team skills
 - Gear/equipment orientation and checks
 - Personal maintenance
 - International travel precautions
 - Safety precautions
 - Training/techniques for various activities

Communication

- Guides/instructors utilize What's App, a cross-platform messaging and voice system, to maintain consistent communication with headquarters throughout the trip duration.
- Continuous communication with participants throughout the trip on all matters via group dialogue and individual check-ins
- Instructors/guides maintain open communication practices and maintain approachability and patience
- Participants are encouraged to voice any concerns or reservations they have regarding safety or technical challenges. The challenge by choice system is demonstrated and guides model the behavior to normalize the practice.

Equipment

First Aid kit

- One large First Aid kit must be with the group at all times, in addition to guides/coordinators personal First Aid kits. Standardized medical kits are

used across the operation in order to ensure that each instructor/guide is familiar with the contents, and that the tools to provide quality care to the extent of the medical protocols are available to the instructor/guide at all times.

Travel packet

- A Participant Manifest that includes each participants: full name, date of birth, passport information, flight details, insurance policy number, emergency contact information, medications and medical information, and dietary restrictions.
- Risk assessment forms
- Emergency contacts and location of nearest US Embassy
- Blank policy forms such as injury, incident, and policy violation.
- American Red Cross Safety checklists for natural disasters
- Emergency evacuation plan
- Designated staff verify checklist of equipment before beginning any trip.
- Checklist for personal packs/kits that allow for self-sufficiency. Guides check participants to ensure that they have equipment needed for the excursion and that it is working properly.
- All damaged or defective technical gear will be removed from service and repaired or replaced as necessary.
- Instructors'/guides' travel/medical kits are packaged by the GIVE guides and/or staff that are on site. Instructors'/guides are responsible for restocking kits prior to the start of each GIVE trip.
- Instructors'/guides are required to carry the issued medical kit. If any instructor/guide has further training, or would like to carry additional supplies, they may choose to, though they may not administer medications outside of the established protocols and their level of training.
- GIVE trip leaders will have an active cellular phone with a local SIM card, access the Internet, and, in necessary circumstances, access to a satellite phone.

Incident Aversion and Preparation

We constantly monitor travel regulations through U.S. Department of State and adhere to the CDC's risk level and preventative measures. In the event that there is a travel warning, we follow necessary protocol and will not hesitate to cancel trips. Historically, we've canceled two Thailand trips in 2014 due to a military/civil instability and 6 Nicaragua trips in 2018 due to political unrest, re-accommodating about 200 participants to different locations or postponed their trips. We also completed an evacuation of 20 participants from Nicaragua at the onset of the unforeseeable incident.

We maintain a tight incident reporting structure for incidents and to address and continually improve our operations. If there is an incident, our guides are trained to respond via

protocol, engage appropriate resources (including university partnerships and emergency contacts), log incident reports, and provide support. Incident reports are given to the location's Regional Coordinator and GIVE's headquarters in real time to address and gauge how to mitigate future risks. In addition to incident procedures on the ground, we focus on accident avoidance and promoting self-reliance both in our guide trainings and during participant orientations. Our model is to keep participants well informed and aware throughout their trip to mitigate risks. Guides conduct safety orientations at the trip onset, on the worksite, and prior to activities to mitigate risk and avoid injuries.

There have been no major incidents involving our participants, such as deaths, kidnappings, or missing persons. GIVE has dealt with a variety of different medical emergencies but has had a 100% success rate in getting the required medical care to the individuals involved in a timely manner, in all cases full recoveries were made. The majority of incidents that occur are minor ankle twists/sprains, stomach/digestive related issues, or minor lacerations. Per our Kilimanjaro and Everest Base Camp add-ons, the majority of trekking incidents involve foot/ankle injuries or altitude sickness that result in the participant's guided descent to a lower altitude. Our 3rd party facilitators have orchestrated two successful helicopter evacuations, for a dislocated knee and another for altitude sickness, which were seamless due to partnerships with several helicopter companies, evacuation protocols, and medical and first aid care.

Onsite Orientations

GIVE focuses on accident avoidance and promoting self-reliance both in our guide trainings and during participants orientations. Our model is to keep participants well informed and aware throughout their trip to mitigate risks. At the trip onset, a comprehensive orientation program is provided that covers expectations, policies and procedures, living arrangements, behavior expectations and disciplinary policies, and health/safety information. Guides/instructors and local staff provide an orientation on cultural norms, language, practices, cross-cultural communications, and cultural considerations. Guides/instructors continually conduct safety orientations at the trip onset, on the worksite, and prior to all activities to mitigate risk and avoid injuries.

Alcohol & Drug Policy

Instructors/guides inform participants of GIVE's alcohol and drug policy prior to departure in the *Registration Form* and *Volunteer Safety Handbook* as well as during orientation in-country. Participants and guides/instructors are required to abide by all host country laws while on trips, including but not limited to, drug use and alcohol consumption. GIVE will not tolerate the use of illegal drugs or underage drinking. Any participant that violates the law or affects the group's safety or wellbeing will be immediately sent home.

The legal consumption age varies country by country and it is the individual's responsibility to know and abide by these laws. Any participant affecting the group's safety or wellbeing due to alcohol consumption will be immediately sent home. GIVE's trips are physically, emotionally and intellectually demanding. Alcohol consumption impairs one's

ability to meet these demands. Our goal is to immerse the participant in the local culture. If alcohol is served, participants are clearly informed they needn't participate but if they do, it should be done responsibly and respectfully.

Instructors/guides are expected to adhere to comprehensive conduct policies, including being prohibited from drinking alcohol and being under the influence of alcohol during GIVE sanctioned activities or activities provided by a third party where the guide is a participant. In addition, instructor/guide supervision must always be available from qualified instructors/guides who are not under the effect of alcohol at all times during excursions.

Policy Violation and Withdrawal/Dismissal Procedures

GIVE follows the drug and criminal laws of the host country. Any participant act or actions affecting the safety and wellbeing of participants may result in dismissal from the program. Participants are provided with rules, regulations, and code of conduct prior to departure in the *Registration Form* and *Volunteer Safety Handbook* as well as during orientation in-country. Guides/instructors utilize the **Three Strikes Procedure** to respond to policy violations that do not violate the law or affects the group's safety or well-being. The first policy violation results in a warning and the instructor/guide and participant completing the *Policy Violation Form* that identifies the violated policy and expected behavior. The second violation, related or unrelated, results in contacting the emergency contact to begin arranging logistics for the participant's dismissal from the trip. The third violation results in immediate withdrawal.

GIVE's instructors/guides reserve the right to withdraw or dismiss participants for violation of any policy(ies) or regulations, disruptive behavior or conduct which could bring the program into disrepute, behavior that poses a danger, or participation that impedes the welfare, safety, or enjoyment of oneself or other participants. Instructors/guides have discretion and make the judgment call regarding participant behavior resulting in withdrawal/dismissal from the program.

Instructors/guides are provided and understand the *Risk Identification Methodology* and *Withdrawal/Dismissal Procedures* and complete and document the following forms in the event that a participant violates a policy(ies) or must withdrawal from a program: *Policy Violation Form* and *Withdrawal/Dismissal Form*.

**For a copy of these forms, please refer to the Additional Incident Documentation Forms in the Documentation, Forms & Checklists section below.*

Travel Alert & Delays

GIVE carefully monitors the safety and security of travel to all of its destinations regularly by monitoring official government travel advisories, public announcements, consular information sheets, and the media, and performing due diligence via direct sources on the ground.

GIVE has continual local presence in each of its international locations to enable awareness of current events or situations on the ground and to proactively take steps to ensure the safety of its participants. In the instance of political volatility, GIVE practices due diligence, carefully considers the safety of its trips, and strives to only run trips if it is confident of the safety of all participants involved. On the ground, emergency preparedness policies and a network of response resources are available to take immediate action if needed.

GIVE classifies political unrest events into three categories and enacts different policies depending on the event. The categories are as follows:

Red --- Travel to destination indefinitely suspended until ban is lifted.

Orange --- Travel to destination temporarily suspended until situation is declared stable and fit to run trips.

Green --- Travel is unrestricted with ongoing monitoring to ensure the safety of all participants.

In addition to our local presence and continued monitoring, all participants will be strongly encouraged to register with the Smart Traveler Enrollment Program (STEP) through the US Department of State.

Political Concerns

If the political climate becomes dangerous or unstable, GIVE will not hesitate to cancel a trip and re-accommodate participants to a different location. If the political climate becomes a concern during a trip, if possible under the circumstances, GIVE will plan, communicate, and evacuate participants according to our established emergency preparedness policies and response resources. GIVE partners with flight agencies to provide 24/7 emergency assistance to rebook or modify flights directly with the airlines in these circumstances.

Technology & Communication

GIVE guides and staff will have an active cellular phone with a local SIM card, access to the Internet, and, circumstances where cell or internet is not available for any significant length of time, a satellite phone. Guides/instructors utilize What's App, a cross-platform messaging and voice system, to maintain consistent communication with headquarters throughout the trip duration.

Participants are encouraged to disconnect and therefore, GIVE has implemented communication protocol to keep emergency contacts informed. Emergency contacts receive arrival notifications, participant health/medical concerns, and are able to contact a participant via the guide/instructors communication channels, if necessary.

Evacuation Procedures

Typically, there are two main instances when GIVE may need to do a whole group evacuation from host country, that is when there is civil unrest causing danger to the safety and well-being of our groups, or if there is a natural disaster in-country.

In 2018, GIVE successfully evacuated 24 participants from Nicaragua during the middle of their trip due to civil unrest. By successfully monitoring the situation, GIVE was able to reorganize flights and arrange for all participants to travel home in a safe and controlled manor at no additional expense to the participants. Additionally, GIVE re-organized travel for over 150 participants who had planned to visit Nicaragua that summer to other programs or had them defer to later dates at no additional cost to the participants. The safety and wellbeing of our participants takes precedence in all situations and circumstances.

GIVE implements explicit evacuation procedures for each major risk activity and plans for natural disaster and civil unrest evacuations. Guides/instructors are knowledgeable of these plans and processes and GIVE references the following Red Cross documents for due process.

Checklists include: *Thunderstorm Safety Checklist, Tsunami Safety Checklist, Hurricane Safety Checklist, Earthquake Safety Checklist, Heat Wave Safety Checklist, and Power Outage Checklist.*

In each host country, GIVE has identified multiple points of egress to be utilized in emergency or disaster situations in each location. GIVE has considered and formed multiple contingency plans and identified available resources to assist in the event that an evacuation should become necessary. GIVE is prudent about ensuring that calculated, informed decisions are made when determining whether to complete our planned itineraries, or to deviate, hold, or cancel our activities.

Guides/instructors and on-location personnel discuss emergency evacuation procedures and review evacuation checklists and responsibilities prior to each season.

Information for written emergency evacuation plans per location include: an evacuation plan; entry, exit points, and group assembly points; emergency response contact details for: ambulance services/hospital/doctor; medical insurance provider; police; program staff and program administration; relevant government agencies (embassy, consulate, local immigration, national police, overseas citizens services); Alternate methods of communication when reliable telecommunications fail; A plan in case of the inability to communicate between designated emergency leaders and contingency plans for situations involving the loss of a program leader; A system for accessing emergency health and consent information for program participants, and; Protocols outline the specific roles and responsibilities of each staff member and of participants in a specific type of emergency; the steps required to carry out the plan; and how to maintain safety for the remainder of the participants when an emergency does not involve all participants.

Both GIVE's guides/instructors and participants obtain International Travelers and Medical Insurance that includes emergency evacuation coverage and emergency assistance. Additionally, GIVE's Professional Liability Coverage includes *Crisis Response and Emergency Reimbursement Coverage*, which is included in the Documentation, Forms, and Checklists section below. This insurance provides coverage for crises response and emergency expenses due to the interruption of a scheduled tour as result of a crisis event, which includes multiple hospitalizations, fire, natural disaster, or fatality. Covered expenses include emergency medical evacuation, emergency travel expenses, and emergency assistance.

Emergency Scenarios

In our annual WILD course, emergency scenarios are run in a setting similar to the natural environment to simulate an incident in the field. The emergency drill will test all aspects of our emergency response system, including: field medical care and evacuation, international issues, client logistics, repatriation of participants and patients, communication on scene and with the office, the media response, and debrief.

Language

GIVE has foreign guides proficient in the local language and local staff fluent in English and their mother tongue who can translate whenever necessary. Language lessons are provided to participants to learn key words and phrases. Most GIVE partners and vendors speak English and are able to assist if needed. Many locals in GIVE's host communities also speak English.

Medical Information Form & Participant Health Issues

All participants are required to complete a *Registration Form* disclosing medical and mental health conditions as well as emergency contact information as part of the registration process. If a client reports any significant medical history, they are required to be evaluated and cleared by a healthcare provider (usually a physician or PA) prior to participation in the program. Particular health issues of concern are those that require constant medication balancing such as diabetes and seizure disorders.

Guides/instructors keep a participant manifest with them at all times, which includes each participant's dietary and allergy information, International Travel and Medical Insurance policy number and contact information, and medical and emergency contact information. All participants are continually reminded to communicate any concerns about their physical, mental or emotional health to guides.

Sexual Assault/Harassment

GIVE does not tolerate sexual harassment within its programs. GIVE provides participants with culturally relevant information regarding customs and norms that are different than our own in order to avoid dangerous or threatening situations.

Per GIVE's policy regarding social behavior and sexual harassment, participants are informed on what to do should they encounter harassment or if they are sexually assaulted. If a participant feels that she or he has been the subject of sexual harassment during their GIVE excursion, the participant should first report this to the in-country guides, who will then report it to the Regional Coordinator per the policy

The report of sexual harassment should be prepared to provide complete details concerning the incident and the perpetrator(s). In the case that the perpetrator(s) is a GIVE participant, GIVE reserves the right to suspend or terminate the accused participant's participation in the GIVE program. If the accused is not in the GIVE program, the GIVE staff will notify the appropriate authorities.

Injury Report Form

Guides/instructors abide by a communication process and protocols in the event of an injury that includes contacting headquarters and administrative personnel, emergency contact, and the International Medical and Travelers Insurance company. Guides/instructors arrange transportation or evacuation to pre-approved and recommended medical facilities.

All serious injury or illness incidents, or refusals of care, are recorded on the *Injury and/or Incident Report Form* and reviewed by the appropriate staff.

**A copy of the Injury and/or Incident Report Form is attached in the Documentation, Forms & Checklists section below.*

Insurance

Participant Insurance

Participants are required to obtain individual International Travelers and Medical Insurance that includes trip cancellation and interruption, travel coverage, medical and dental coverage, 24-hour emergency assistance services, on demand medical care, and medical evacuation coverage. Participant Insurance coverage must include international medical care, evacuation assistance, and evacuation insurance. Participants are not eligible to participate in a GIVE trip without first providing proof of both.

GIVE Insurance

GIVE maintains Travel Agents and Tour Operators Professional Liability Insurance through Aon Affinity Insurance. Coverage parts include bodily injury and property damage and an endorsement for Crises Response and Emergency Assistance Reimbursement.

**Please refer to the Documentation, Forms & Checklists section below for a copy of this insurance coverage.*

Guides of GIVE are covered under the Travel Agents and Tour Operators Professional Liability Insurance policy. Tour Conductors and independent contractors are also covered under this policy.

GIVE's instructors/guides are also covered by International Medical and Travelers Insurance policies for the duration of time they are working overseas that includes medical coverage, 24-hour emergency assistance services, and medical evacuation.

Participant Preparation & Support

GIVE operates under the creed that the most effective way to ensure the safety of staff, instructor/guides, and participants is to continually evaluate excursions and provide up-to-date risk and safety information in orientation(s) prior to excursions, while on location, and post excursions. GIVE's commitment to open communication and safety information allows participants to make safe, rational decisions while participating in excursions.

GIVE maintains an on-going commitment to the proactive management of risk in our organization. Below include elements of this culture.

Pre-Departure Support

Participants will receive a comprehensive pre-departure orientation and continued support from experienced and dedicated GIVE advisors located in our Headquarters in Seattle, Washington.

Located in our Seattle offices is a team of ten full-time employees who manage the entire GIVE process for participants. GIVE maintains a high-touch nurture relationship with participants as they guide them through the application process, visa, all details related to their specific program location. Closer to departure, GIVE advisors will deliver a comprehensive pre-departure orientation.

1. **Application process:** Participants are initially sourced through our application process.
2. **Participant Profile:** Upon acceptance to GIVE, participants are provided a login to their unique Participant Profile where additional trip details can be found. This includes visibility of their trip dates, payment and document due dates, their trip preparation process and instructions, uploading documents for approval, and access to their fundraising toolkit. To experience this process we have created an account for you at <https://www.givevolunteers.org/login> with username: userlogin@gmail.com and password: 0000.
3. **Maintains a high-touch nurture relationship with participants:**

- a. Each newly accepted applicant receives a personal call from a past participant to share their own past GIVE experiences, explain safety protocol, and answer any additional questions they may have.
 - b. In addition to the personal call, each participant receives an email with the general GIVE Handbook that includes an introduction letter, instructions on navigating their Participant Profile, explanation of required documents for each location, and additional travel details.
 - c. GIVE creates private Facebook groups for all members to connect and introduce themselves before their trip begins. The Lead Guides also post announcements and reminders on the group page to serve as yet another opportunity for pre-departure support.
4. **International Trip Overview/Handbook:** GIVE distributes a (1) comprehensive Trip Overview/Handbook that includes itinerary details, travel tips, a packing list, arrival information, language tips, (2) Safety Handbook that addresses safe practices, culture shock, and clearly articulates policies regarding drug and alcohol use, sexual harassment or assault, rules relate to travel and housing, and any other policies that would carry disciplinary sanctions if violated and (3) Cultural Considerations specific to their host-country.
1. The above resources contribute to our comprehensive pre-departure orientation that:
 - a. Cautions participants about alcohol and drug abuse
 - b. Reminds participants they are subject to local laws
 - c. Reviews region-specific health information: vaccinations, water and food risk, insects
 - d. Minimizes possibility of being a victim of crime
5. **Trip Preparation Logistics:** GIVE closely guides participants through their trip preparation, utilizing our strategic partnerships with industry experts. Participants provide GIVE with the following documents prior to departure:
- a. Passport & Visa: GIVE provides instructions and forms for participants to submit to embassy
 - i. Visa may be required depending on participant nationality and program location. GIVE advisors are available to assist. Participants will apply individually upon arrival. However, prior visa applications are also acceptable.
 - b. Insurance: Participants are required to obtain International Medical/Travel Insurance that meets or exceeds industry standards, including trip interruption, trip cancellation, travel insurance, medical evacuation, 24/7 medical support, etc. GIVE partners with CSA for US residents and World Nomads for international residents as our insurance providers. Participants are welcome to purchase other coverage plans that meet our requirements. GIVE also carries a Travel Agents and Tour Operators Professional Liability Policy that includes crisis response and emergency assistance and evacuation.

- c. Flight Itinerary:
 - i. GIVE has a direct partnership with Corporate Traveler, offering Group Flights and GIVE specific customer service so participants can travel together to their destination.
 - 1. GIVE selects preferred itineraries with reputable airlines, minimum layover requirements, and flights on one ticket to ensure smooth travel. Our dedicated flight partners arrange flights so participants arrive at their destination on the same flight itinerary.
 - 2. When more than 10 participants are routed from the same departure hub, we can arrange group itineraries to route them from the same point of departure to their host-country.
 - ii. 24/7 support is available while participants are traveling through Corporate Traveler and GIVE Headquarters.
- d. Registration/Health Forms: Participants provide GIVE with dietary restrictions, allergies, medical conditions, and medications to be able to accommodate their needs such as dietary restrictions and allergies. If necessary, GIVE staff will contact participant prior to departure to ensure the trip is suitable for their health needs. For extenuating medical circumstances, on-site staff will review medical information and emergency or health procedures with participants upon arrival into host-country.

All on-site staff are required to keep copies of the above information (passport, insurance, health and safety) for each participant on their person at all times.

In-Country Support

In addition to pre-departure orientation and information, onsite staff will reiterate all pertinent information upon arrival to their host-country.

- 1. **Arrival into host-country:** Participants are welcomed by their guides as soon as they land at the airport. An arrival email is sent to their emergency contact within 1 hour of arrival confirming that the participant has arrived safely and is with his/her guides. Additionally, we encourage participants to send a quick message to their own parents/emergency contact before leaving WIFI to further calm any worry.
- 2. **On-site orientations:** A comprehensive orientation is given by the lead guide on the first night of the trip. The orientation includes a program schedule, participant code of conduct, cross cultural encounters, and health, safety, and emergency procedures. Before beginning any new activity or project (i.e. trekking, working on the construction site), an orientation is provided to inform the participant of the activity, safety precautions proper attire/equipment.
 - a. Arrival orientation:

- i. Delivered by lead guide and faculty instructor and will focus on logistics of the program, health, safety, policies and procedures.
 - ii. On-site support for participants from diverse backgrounds
 - iii. Includes accommodations, geography, health and safety (including...), rules of conduct, cultural considerations
 1. There is follow up on housing information upon arrival to new accommodations
 - iv. Clearly define and review policies and procedures for trip including sanctions for the violation of policies. **GIVE has a three strike policy.**
 - v. Program objectives, expectations, daily itinerary, schedule, meal schedule, emergency procedures, how to contact after hours (night time)
- b. Departure orientation:
- i. Group debrief on reentry to their home country

Re-Entry Resources

Guides/Instructors conduct a final orientation and encourage participants to be active global citizens back home through post-trip pathways and awareness campaigns. Participants are encouraged to identify their personal growth and applications in their professional life. Resources and recommendations are provided for re-adjustment upon returning home to reduce reverse culture shock.

Local Partners & Operators

Even more crucial to our success is the selection of qualified, experienced and trustworthy local staff that are able to not only provide a unique and authentic perspective for our participants but also make it possible for GIVE to bridge the cultural and language gaps in our host communities. In addition to local staff engagement on our trips, GIVE partners with local community leaders and government officials to ensure that our projects meet all legal requirements and are supported by existing institutions in the region.

When identifying program partnerships with other organizations or businesses, GIVE completes our formal vetting process and due diligence; researching the organization's mission, practices, reputation both online and in the local community, participant reviews, and risk management procedures, among many other things. FBI background checks are also utilized when selecting vendors that will have significant contact with our participants, e.g. a Logistics Coordinator. In addition to vetting local partners, GIVE also thoroughly vets host locations to ensure access to medical care and plan evacuation procedures. One of our location selection criteria is the proximity to clinics and/or hospitals. There are clinics near all locations and regional hospitals typically less than 1-3 hours from our host locations. We have emergency evacuation plans for serious incidents and have several forms of support, including but not limited to: (1) our private, local transportation typically available 24/7 in the event of an emergency, (2) our participant's

required Travelers Insurance that provides evacuation and medical coverage, and (3) GIVE's Professional Liability Insurance that also provides evacuation and assist. In addition, we've identified alternate itineraries in all locations in the event of variable factors during trips, such as weather.

For adventure activities that require industry knowledge or expertise outside of the scope and training of our guides, GIVE hires qualified, third-party vendors and/or step-on guides. Due diligence is again exercised in selecting and vetting third-party vendors who have a strong safety track record and reputation, meet and/or exceed industry standards, maintain training/practices, and evaluate equipment, have sufficient safety mechanisms, medical supplies and resources and protocols in place if an incident occurs. GIVE guides vet numerous vendors based on our protocol and secure the appropriate vendor to fit our needs. We draft an agreement and maintain a strong relationship our vendors with clear expectations on our safety protocol, informing participants, and maintaining a standard of safety.

Assumption of Risk

GIVE believes that participants should be made aware of the risks involved in sustainable projects, which include building infrastructures, implementing fresh water systems, protecting endangered wildlife, and adventure activities such as volcanic boarding, bungee jumping, zip-lining, safaris, hiking, open and fresh water activities, and recreational sports. GIVE provides participants with a *Volunteer Safety Handbook* prior to trip departure that contains information regarding risks and safety concerns, in addition to instructor/guide briefings and on-site orientations prior to activities to identify and mitigate risk. Clients must complete a *Volunteer Agreement*, indicating they have read and understand contents of the handbook.

**A copy of the Volunteer Safety Handbook and Volunteer Agreement is found in the Documentation, Forms & Checklists section below.*

Procedure For Completing Waivers

Waivers are completed with the trip application prior to the trip departure date to ensure that participants are not unduly pressured and are made fully aware of the risks involved. Waivers may be reviewed or new waivers completed at additional times during the duration of a trip/activity if it is deemed necessary or the participant partakes in a new activity, such as SCUBA diving.

Minors On GIVE Trips

The majority of our participants are over the age of 18, making up over 95% of our trips. These participants are at least 18-years-old by their departure date to be eligible to travel with GIVE without a chaperone as described below.

Minors are allowed to participate on our programs on a case-by-case basis. If a participant is a minor when he/she completes the GIVE waivers and forms, then both a guardian and the minor must complete and sign the waivers. If a participant is a minor on their departure date, he/she must be accompanied by a chaperone for the entire duration of the trip. Chaperones are provided by the school or sponsoring organization, or are the parent/guardian of the minor. For groups, there is a high chaperone to minor ratio.

Environmental Ethics & Policies

GIVE's environmental ethics and policies will apply at all times, both in country and overseas. These principles extend to GIVE's offices as well.

GIVE practices the "Leave No Trace" principle. GIVE will preserve and support the environments it is operating in, maintaining consciousness of our carbon footprint.

GIVE measures its projects' successes by their overall sustainability. Environmental conservation and preservation is one of the three pillars of sustainability and is a core focus in all of GIVE's projects, from the planning stage through implementation and final construction of the project. All of GIVE's projects have positive environmental impacts, and we strive to maintain environmentally friendly construction techniques throughout the entirety of our programs and operations.

GIVE works with environmentally focused government organizations and local environmental conservation non-government organizations in Nicaragua, Tanzania, Thailand, Laos and Nepal. Here are some country specific examples:

In Nicaragua, GIVE's partners include Iniciativa Carey Del Pacifico Oriental, Comite para la Conservacion de la Tortuga Carey, and the Department of Leon. In Tanzania, GIVE works directly with the Minister of Natural Resources and Tourism and the Department of Forestry and Non-Renewable Natural Resources as well as NGOs, such as the Tamani Foundation, among others. In Thailand, GIVE works with the Royal Forestry Department and Chiang Mai University's Forest Research and Restoration Unit (FORRU) on a variety of forest conservation initiatives. In Laos, GIVE has partnered with Tat Kuang Sii Bear Rescue Center, which was established by Free The Bears Fund Inc.

Documentation, Forms, & Checklists

The below materials are located in an [electronic folder found here](#).

Handbooks, Policies & Procedures

The following documents are provided to GIVE staff and/or participants and reviewed prior to participation.

GIVE's International Policies and Procedures

Wilderness International Leadership Development Course Core Competencies Insurance

- Travel Agents and Tour Operators Professional Liability Insurance**
- International Travel and Medical Insurance**

Participant Handbooks & Agreements

- Volunteer Safety Handbook**
- Nepal Excursion Trip Overview/Handbook**
- Nepal Cultural Considerations**
- Social Media Guide ([here](#))**
- Volunteer Program Agreement ([here](#))**

Risk Assessment/Vetting Forms

The following forms are completed for every activity, project, accommodation, and transport on every the itinerary.

Risk Assessment/Vetting Forms

- Country and Region Risk Assessment**
- Project Risk Assessment**
- Activity Risk Assessment**
- Transport Risk Assessment**
- Accommodation Assessment**
- External Vendor Research Assessment**

Example Risk Assessment/Vetting Forms - Executed in Nepal

- Accommodation Risk Assessment – Brindaban Hotel, Ghorka**
- Project Risk Assessment – Paslang Development**
- Activity Risk Assessment – Everest Base Camp**
- Transportation Risk Assessment – Private Transport**

Risk Assessment/Mitigation and Incident Documentation Forms

- Seasonal Checklist**
- Worksite Survey**
- Automobile Inspection**
- Safety Meeting Log**

Injury Report Form
Incident Report Form
Policy Violation Form
Withdrawal/Dismissal Form

Environmental Checklists

Thunderstorm Safety Checklist
Tsunami Safety Checklist
Hurricane Safety Checklist
Earthquake Safety Checklist
Heat Wave Safety Checklist
Power Outage Checklist

