

World Expeditions Foundation Overseas Partner Agreement

World Expeditions Foundation operates successfully because of the good working relations it has with its overseas partners. To ensure these working relations we like to keep the lines of communication clear and open. This agreement has been designed for this purpose.

Please read this document thoroughly and if you agree with all points please sign the document. We would also like a head/leader of the community to understand the contents of this document and having done so sign it as well. If you have any questions please contact Donna Lawrence. Please return to Donna by email: donna@worldexpeditions.com.au or fax + 61 2 8270 8401

Name of operation: _____

Name of project: _____

Project Objectives

These are the objectives of the project that you have provided to WEF:

LIST

It is important that at any time during the course of the project anyone of these objectives cannot be met, that you make Donna aware of the issue. Similarly, if at any time during the course of the project the objectives change or additional objectives eventuate, please make Donna aware of these changes.

Project Timeframe

WEF expects to fund raise the money over the following timeframe – LIST

Project Budget

This is the budget you have provided to WEF:

LIST

It is important that this budget is adhered to. If at anytime prior to or during the project it looks like the budget will be exceeded please make Donna immediately aware of the issues relating to the budget. At the conclusion of the project you will be expected to send receipts for ALL costs (no matter how small) associated with the project to Donna.

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Project Reporting

It is important for WEF to be accountable to its members and as such you will be asked to complete two progress reports– a Mid Project Report as well as a Post Project Report. Additionally, you will be expected to take photographic evidence of the project progress (before, mid and post project photographs). Please ensure that the reports are answered in detail and accompanying images and receipts are forwarded.

Project Sustainability

To ensure the sustainability of WEF projects there are a number of criteria that we ask are always considered during the course of the project, including:

- a) **Community Approval:** it is the objective of WEF to complete projects that are requested by the local community. At no time is WEF or its partners to dictate to a local community what project work is to be completed. The determination of projects is to be made with close consultation with community leaders.
- b) **Community Involvement:** As much as possible workers from the local community are to be employed to complete the project work, to support local employment as well as a transfer of skills in cases where external contractors are employed. Projects are to be run jointly with the community to ensure ownership of the project by the community and in turn the longevity of the project.
- c) **Community Benefit:** Often additional ongoing benefits to the community will become apparent during the course of the project. Please be aware of the full range of benefits that the project will offer the local community and include them in the Mid and Post Project Reports. Conversely there may be some negative impacts on the community because of project, please also be aware of these and include them in the Mid and Post Project Reports.
- d) **Environmental Considerations:** It is highly important to WEF that the impact the project has on the natural environment is minimized at all times. If you are concerned about the impact the project is having on the environment please discuss the matter with Donna.
- e) **Project Inspections:** From time to time, representatives from World Expeditions Foundation will visit your country to inspect and document the progress of the project.

Project Safety

At all times during the course of the project work WEF and its partners are to minimize health and safety risks to those working to complete the project as well as any children that may be exposed during the project work.

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a) Workers protection

It should be understood that the working environment should always be safe and the risks to workers are minimized at all times.

b) Building and project standards

The minimum building standards expected within your country are to be adhered to during the course of any construction in relation to a WEF project. It is also expected that all work people employed on a WEF project are qualified in the job functions that they are performing. Please forward relevant qualifications and certifications to WEF via Donna Lawrence.

c) Child protection

When the project work involves exposure to children it is understood that all workers involved in the project will:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children in any form of sexual activity or acts, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- refrain from physical punishment or discipline of children
- refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- immediately report concerns or allegations of child abuse in accordance with appropriate procedures

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Your Name: _____ Date: _____

Signature: _____

Community Leader Name: _____

Date: _____ Signature: _____