

## GPPD Interns Policies and Procedures

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### Code of Conduct

All interns of GLOBAL PARTNERS IN PEACE AND DEVELOPMENT are to conduct themselves in a responsible, professional, and ethical manner. You are required to report unethical or dishonest behavior to GLOBAL PARTNERS IN PEACE AND DEVELOPMENT leadership. Reported activities will be investigated by appropriate leadership. Leadership will determine appropriate means for proper resolution. Interns found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

### Criminal Convictions

Criminal convictions are taken seriously at GLOBAL PARTNERS IN PEACE AND DEVELOPMENT. We reserve the right to disqualify any applicant for being an intern that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in automatic termination. GLOBAL PARTNERS IN PEACE AND DEVELOPMENT will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted interns may be subject to appropriate disciplinary action, up to and including termination.

### Drugs and Illegal Substance Abuse

Possession of illegal drugs and other illegal substances is not permitted as an intern of GLOBAL PARTNERS IN PEACE AND DEVELOPMENT. Interns failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to the leadership staff.

### Sexual and Other Unlawful Harassment

It is GLOBAL PARTNERS IN PEACE AND DEVELOPMENT's objective to provide an environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

***Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:***

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's internship.
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your leadership staff. GLOBAL PARTNERS IN PEACE AND DEVELOPMENT will investigate any employee/Associate/intern, regardless of job position when such allegations are made. Based on available information, GLOBAL PARTNERS IN PEACE AND DEVELOPMENT will take appropriate action and communicate on a need-to-know basis. Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

### **Emergency Protocol**

GLOBAL PARTNERS IN PEACE AND DEVELOPMENT is not financially responsible for any costs regarding any emergency or death. However we care deeply about you and your family and will help assist you in finding the cheapest and/or safest way out of the country and/or back to your home country depending on what the need is. If some crisis occurs and you are no longer safe in your country we will help you to make the wisest decision for you in returning home. If an Intern is held for ransom Global Partners in Peace and Development will not pay any ransom demands.

### **Termination of Interns**

Interns of GLOBAL PARTNERS IN PEACE AND DEVELOPMENT are not given tenure. The Interns of GLOBAL PARTNERS IN PEACE AND DEVELOPMENT may choose to terminate employment at any time.

GLOBAL PARTNERS IN PEACE AND DEVELOPMENT may terminate interns at any time for any reason.

**Please go to Page 3 for Acknowledgement and Signature**

**Kindly Mail or Scan/Email this document to Global Partners**

[jgrooms@gparnters.org](mailto:jgrooms@gparnters.org) or GPPD, PO BOX 117, Blue Ridge, VA 24064

## Acknowledgement

I \_\_\_\_\_ being of sound mind, body and soul here by witness on this \_\_\_\_\_(day) of \_\_\_\_\_(month)of 20\_\_ have read the policies outlined in this manual. I understand that I am bound to abide by the policies and procedures set herein from this day forth.

I/we further understand that GLOBAL PARTNERS IN PEACE AND DEVELOPMENT may modify, revise, and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this manual and its contents with GLOBAL PARTNERS IN PEACE AND DEVELOPMENT representatives and fully understand its contents. Therefore with this knowledge I accept the policies and procedures outlined herein as a condition of my internship.

Intern Signature: \_\_\_\_\_

Intern Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_