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**Ambassador Code of Conduct & Expectations**

This Code of Conduct has been prepared to ensure that all Ambassadors participating on FFO Outbound and Inbound Journeys are aware of the expectations of the Ambassador Coordinator and other Ambassadors on the Journey. The objective is to ensure everyone involved is able to relax and enjoy themselves and receive maximum benefit from their journey experience.

1. The Ambassador Coordinator (AC) of a Journey has been chosen by Friendship Force Ottawa to lead and conduct this Journey, with the assistance of their team, in the best interests of all parties concerned. Ambassadors must agree to follow the plans for the Journey or discreetly discuss the matter(s) with the AC.
2. You are expected to conduct yourself in an exemplary manner at all times. As an Ambassador, you must be aware that your actions reflect on Friendship Force International and your own Club.
3. You are expected to travel with a positive, open mind and remember that you are a guest in a foreign country. As such, you must not criticize people, their religion, customs, government, etc.
4. You must be positive and respectful at all times and consider the impact your words, actions and reactions may have on others.
5. Except in exceptional cases, your own needs should not come before those of others.
6. You are not to criticize your hosts to anyone or listen to others criticize their hosts. If any difficulties are encountered with your host, you must raise these with your Ambassador Coordinator only.
7. You are to fully participate in all the scheduled Journey activities unless they are clearly described as optional.
8. *It is customary to take your hosts to dinner on one occasion for each Journey.*
9. *When travelling between journeys, it is preferable to share contact information and travel plans with the AC to be used in the event of an emergency.*

**Be yourself, but be your BEST self!**

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**Mobility Policy for FFO Journeys**

*The following is a letter that can be sent to all Ambassador Applicants covering their Mobility & Health.*

**Ambassador Applicant for Journey No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coordinator *Name***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Good mobility is essential so that Ambassadors can fully benefit from the Journey‘s planned programme. Ambassadors participating in this Journey are to be mobile enough to partake in all activities without relying on the help of others in the group.

During the Journey, there may be some walking, climbing, stairs, luggage carrying, and other activities that require physical effort on the part of the Ambassador.

It is not the responsibility of others in the group to help with these activities by having to wait behind and so missing out, or by having to carry the Ambassador's luggage (unless they offer to do so).

It is not the responsibility of Hosts to make special provisions help with luggage or assist the Ambassadors themselves.

Good heath is also essential. If you have an ailment that may cause discomfort or difficulty during the Journey, please give consideration as to whether this may adversely affect other Ambassadors. Speak to your Ambassador Coordinator if you are in doubt.

Under FFI Club and Exchange Policies, if the Host Club finds that you are unable to cope with the Journey with regard to either the homestay or the activities, they are able to place you in a local hotel at your expense for the remainder of the visit.

Having read the above, please sign this document to indicate your agreement to comply with the above. I have read the above regarding mobility and agree that I meet the above mobility requirements as a participant of this Journey.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_