



**SCOUTS**<sup>®</sup>  
Creating a Better World

World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout  
Всемирная Организация Скаутского Движения  
Organización Mundial del Movimiento Scout  
المنظمة العالمية للحركة الكشفية

**CHAMA CHA SKAUTI  
TANZANIA**

**TANZANIA SCOUTS  
ASSOCIATION**

*Mlezi:* RAIS WA JAMHURI YA MUUNGANO WA TANZANIA  
*Patron:* THE PRESIDENT OF THE UNITED REPUBLIC OF TANZANIA

# VOLUNTEERS CODE OF CONDUCT

## Schedule of Amendments and Approval

Document Number	Revision	Approval Reference	Date
TSA/DOC/009	Creation	5 <sup>th</sup> Ordinary Meeting of the National Executive Committee	4 <sup>th</sup> June, 2016

## Welcome Note by the Chief Commissioner

## **1.0 Tanzania Scouts Association (TSA)**

### **1.1 Our Vision**

By 2013 Scouting will be the national leading educational youth movement enabling 3,000,000 young people to be active citizens creating positive change in their communities and in the world based on shared values

### **1.2 Our Mission**

The TSA diligently contributes to the development of young people in order to achieve their full physical, intellectual, emotional, social and spiritual potentials as individuals, responsible citizens and as members of local, national and international communities.

#### **1) Duty to Others**

With powerful cultural drive to achieve, the TSA works with extreme diligence, effectively and reliably to impart to young people:

- a) Loyalty to our country and in harmony with local, national, regional and international peace, understanding and cooperation/integration.
- b) Spirit of participation in the development of our society with recognition and respect for the dignity of one's fellow man and woman and for the integrity of the natural world environment.

#### **2) Duty to Self**

Diligently the TSA instills into young people capacity to be responsible for the development of oneself and realization of one's right to develop. Learn and grow, learning to assert oneself, make one's decision, set aims and identify necessary steps to achieve ones full potential.

#### **3) Method**

The Scouts adopt a system of progressive self-education that should be applied to all sections, taking into account the socio-cultural environment and diversities of the young people. The Scout method is applied in the following:

- a) Law and promise
- b) Learning by doing
- c) Patrol system
- d) Progressive scheme
- e) Life in nature
- f) Adult Youth relationship
- g) Symbolic Framework

### **1.3 Our Functions**

The whole Objective of the Scouting is to seize the young person's character at its tender stage of enthusiasm, to weld it into the right shape, to encourage and develop its individualities that the young person may educate her/himself to become good and valuable citizen of this country. By the term "Scouting" we mean the work and attributes of back-woodsmen, explorers, hunters, seamen, airmen, pioneers and frontiersmen hence our main function is train young people in the following areas:

- a) **Character building**- which we teach through: the Patrol System, the Scout Law, Scout lore, woodcraft, responsibility of the Patrol Leader, team games and the resourcefulness involved in camp work. This includes the realization of God the Creator through His works; the appreciation of beauty in nature; and through the love of plants and animals with which outdoor life will be very familiarizing.
- b) **Health and Strength** - Through games, exercises, and knowledge of personal hygiene and diet.
- c) **Handicraft and Skill**- occasionally through indoor activities, but more especially through pioneering, bridge-building, camp expedients, self expression through the arts, which all tend to make efficient workmen and women.
- d) **Service to Others** - The carrying into daily life of the practice of religion by "good turns," dealing with quite small good actions as well as with community service, accidents, life-saving and the like.

#### **1.4 TSA Impact**

The TSA as a high profile bona fide leading non-governmental organization in the country dealing with children and youths, is mandated through its constitution to develop these young people through informal value based education system so that, in their last section of Scouting (in Rover Scout Crew), the Scout will help to train him/herself in body, mind and spirit for his/her being an individual who will prove to be a responsible member of community; an individual who will prove to be a source of strength to the Nation rather than one who looks to it for personal gains and security. This will be the TSA positive impact to the young people and benevolent contribution to our Nation.

## 1.5 The TSA Organogram

## **1.6 Hours of Operation**

The TSA headquarters at Upanga Dar es Salaam shall be opened from 07:30 to 15:30 Hrs as normal working hours, from Monday to Friday. The National Executive Commissioner (NEC) shall always be in Office during normal working hours with other employed staff.

During emergencies and on special occasions the office shall remain open sometimes until after midnight as in cases of disaster management, scouts assembling at the Headquarters and under headquarters instructions over night(s) for any reason whatsoever.

This shall be the same with Offices of Local Associations at Regional and District Offices.

## **1.7 Confidentiality**

All information about TSA, its paid and voluntary workers, its financial resources, its donors, its clients (Cubs, Scouts, Rovers and adult supporters) or any other key stakeholders, whether written or verbal shall be treated as confidential unless under specific instructions and methodology of disclosure given by TSA functionaries in charge or so as shall be required by a legal order.

## **2.0 Volunteers Specific information**

### **2.1 The Importance of Volunteer**

A volunteer is a person working for the benefit of other individuals and community as a whole, out of free will and without expecting any financial reward for these efforts.

A volunteer at work contributes time, services, knowledge, expertise, prestige and/or personal connections, for a mutually agreed period, directly or indirectly, for the benefit of individuals known or unknown alike organizations, foundations and societies, community and/or environment. This makes volunteers very special people in society, and very instrumental in TSA. The TSA being a robust organization and voluntary in nature needs indispensably the services of as many volunteers as possible from the nature of its countrywide coverage.

### **2.2 Why Volunteer with the TSA**

The TSA is a voluntary organization. It aims at developing the spirit of patriotic citizenship among young people (scouts). It develops their character, trains them in habits of observation, obedience, and self-reliance, inculcates into them loyalty and thoughtfulness for others; teaches them services useful to the community, and handcrafts useful to themselves; promotes their physical,

intellectual, emotional, social and spiritual development and trains them in the habits of leadership and fellowship.

With this in view, then all those adults who look for a bright future of this country and have great love of children and young people, have a reason to join as volunteers in this Association. Their professional competence, wide and diverse experiences in life would add value to our young people.

### **2.3 Paid Staff and Volunteers Relations**

At the TSA headquarters, we have the National Executive Commissioner who is the head of all TSA employees, who includes Professionals Executives, secretaries, drivers, Camp Wardens and their Assistants, and all those who shall be paid employees at the headquarters and elsewhere in the country. The Executive Commissioner is the major link between the employees and volunteers in the Association.

On the other hand, we have two types of volunteers, the uniformed and none uniformed. The uniformed volunteers comprise of all those adult scouts who have received training on working with the children and youths and those promoted to the level of trainers who specifically train adults to handle the children and youths. On the other side, we have the none uniformed who support the children in professional ways in varied professions and technologies of the children's and youth interest. The none uniformed join under specified contract as stipulated in the Adult Resource Policy.

Paid staffs are TSA employees under specific employment conditions. Uniformed volunteers are trained staff in scouting and perform their functions on voluntary basis. One group deals with direct services to the young and the other which holds office under the Chief Commissioner deal with all administrative issues. The non uniformed who bring in special professional and technological skills work under special contract but on voluntary basis.

The relationship between the three functionaries is mostly horizontal. The Paid staff are there to support the volunteers so as to make their work easier and more comfortable. They deal with all logistical issues and they work under the Chief Commissioner or his/her representative at the Regional or District level.

### **3.0 Statement of the TSA Commitment to Volunteers**

The TSA understands very well the special place the volunteers hold in our Association. The interact with the children and youths groups in range of different activities which are very supportive in making our Association pursue its vision. The TSA is therefore committed to work in very close relationship and

to ensure it offers all the necessary and possible support to the volunteers so that they function in a more comfortable manner.

#### **4.0 Volunteers Code of Conduct**

##### **4.1 Volunteers Obligations:**

Society constitutes the framework within which young people may fulfill themselves. In joining the world of voluntary work, volunteers express a personal, human, honest commitment, a fundamental and essential element that enables the act of volunteering. This commits volunteers to a series of obligations through a contract between them and the TSA. Without these obligations, the contract is devoid of its mutual nature.

- 1) Volunteers must possess a sense of commitment and loyalty towards the TSA
- 2) Volunteers must conduct themselves according to the rules prescribed by the TSA to regulate the process of volunteering.
- 3) Volunteers must act in accordance with the TSA goals
- 4) Volunteers must protect the TSA's good standing
- 5) Volunteers must respect the TSA's property
- 6) Volunteers must respect and follow the organization's code of conduct, its rules, norms and accepted manners of conduct as well as all the TSA demands.
- 7) Volunteers must aspire to excellence in the tasks they take upon themselves.
- 8) Volunteers must constantly strive to improve the skills required for their work by participating in personal and group training programmes.
- 9) Volunteers must report in advance any change in their conditions of volunteering.
- 10) Uniformed volunteers in addition live in compliance with the Scout Promise and Law

##### **4.2 Confidentiality**

Volunteers hereby agree not to disclose any information acquired while volunteering, whether written or verbal, to any person, authorities or organizations, unless specifically instructed to do so by functionaries in charge of confidential issues within the TSA, otherwise unless required to do so by a legal order. In this clause, information refers to:

- 1) Confidential Information relating to the TSA or its members, key stakeholders or suppliers;
- 2) material that violates the privacy or publicity rights of another party; and/or



- 3) information, (regardless of whether it is confidential or public knowledge), about members, key stakeholders or suppliers of the TSA without their prior authorization or approval to do so; on any social media or business networking sites, web-based forums or message boards, or other internet sites.

#### **4.3 Refusal to Accept Benefits**

Volunteers pledge not to receive benefits in any form from the TSA's members, key stakeholders or suppliers or any other person related in one way or another with the TSA because of the services delivered.

#### **4.4 Avoiding Conflict of Interest**

Volunteers pledge to avoid a conflict of interest and notify the TSA of any such conflict existing between their activities, positions within the TSA, or their association with the TSA and all other activities in which they engage.

#### **4.5 Reporting Relevant Issues**

Volunteer must notify the TSA functionaries of any issue that might affect their ability to perform their functions (health or other factors) or cause harm to themselves or others, as soon as possible and before the commencement of the voluntary work.

#### **4.6 Reporting Unethical TSA Staff**

Volunteers must report the TSA behavior that fails to comply with ethical criteria, including unlawful conduct the CC, DCC, ACC, NEC, or any other staff employed or volunteers using the TSA proper channels or Whistleblowers Policy.

#### **4.7 Obligation Towards TSA Members**

Volunteers must respect all members young and adults, treat them in a dignified, responsible, patient and tolerant manner, refrain from discriminating or biased treatment and respect individual differences.

#### **4.8 Drugs and Alcohol**

Recognizing that the use of drugs and alcohol may impair the efficient running of affairs and the health and safety of other TSA members young and adults or members of the public, the volunteer shall not be tolerated at all taking drugs or alcohol at the working station or come while under the influence of drugs or alcohol.

#### **4.9 Personal Relationships**

Volunteer should be aware that, personal, emotional or sexual relationships with the young and other adults volunteers or paid staff are considered inappropriate and therefore unacceptable. However, the young or adult members may have pre-existing parent or family relationship with a volunteer hence this should be declared to the TSA functionaries who will in turn advise the management so that they can consider whether any action should be taken in relation to this conflict of interest.

#### **4.10 Violation of the Code of Conduct**

4.10.1 All violations related to the Constitution of the TSA and the POR will be treated under normal disciplinary procedures of the TSA.

4.10.2 All violations which constitute to criminal offences shall be treated directly and immediately under the penal code.

## DECLARATION

I..... as a volunteer having read the TSA's Volunteer Code of Conduct and understood it, understand that I am subject to a thorough background check including criminal history and that any action inconsistent with this Code of Conduct may result in my removal as volunteer with the young persons and in case of proven criminal offence legal actions shall be taken against me hence, I declare that I shall comply fully with the Code of Conduct for Volunteers.

.....  
**VOLUNTEER'S NAME**

.....  
**VOLUNTEER'S SIGNATURE**

.....  
**DATE**

