Camp Rules

(Important – please read)

Expectations and conditions of stay: Africa provides an ever-changing environment, power failures, water and fuel shortages, temperature fluctuations and other uncontrollable/unplanned situations do occur. You will need to remain flexible, understanding and good-humoured. “African time” can be difficult and frustrating for those who are used to a very structured life, so this is something to keep in mind!

Once you arrive in Africa, your care is the responsibility of Transfrontier Africa and its trained staff who aim to provide you with all of your daily needs, to keep you out of harm’s way and to support you in your activities. In exchange, we ask you to attend work punctually and to behave consistently in ways that reflect well upon Transfrontier Africa and their staff.

It is hoped the information contained in this document will be of some use to you and will, if anything, enhance your experience of the project.

Chores, Camp Duties & Camp Rules

(Volunteers, students & interns)

- Sundays will involve the cleaning of camp and vehicles by interns and volunteers as allocated by the cleaning rota.

- The kitchen, bathroom and other communal areas will be cleaned on a daily basis, as allocated by the rota.

- All chalets will be kept clean and tidy, on a daily basis by the current resident.

- Non-staff members will not be permitted to enter the camp kitchen, unless attending to cleaning duties as allocated on the rota.

  o Staff will organize, breakfast, lunch and dinner for all in camp. You will be provided with at least 3 meals per day.
  o Fridge and freezer-space is reserved for essential food and camp supplies.
  o Interns and volunteers will not be granted access to the fridge and freezers for their personal food and drinks. (Freezer / fridge space will be allocated at camp managers discretion and is not guaranteed as camp supplies must take preference)
  o You will have access to drinking water.
  o Any snacks, treats or alcoholic / soft beverages will need to be purchased at extra cost. These can be purchased from Hoedspruit town when visiting. To cover any additional
expenses while volunteering, we would suggest that volunteers consider having access to approximately R500.00 per week of your stay.

- **Food should not be kept in chalets** to prevent wild animals from trying to gain access to chalets.

- **Lights out will be at 10pm** (exceptions are at the discretion of the camp managers). This is to enable the preservation of crucial camp resources and to respect the natural surrounding which everyone is entitled to enjoy.

- **Wi-Fi access on camp**: Wi-Fi is available; however, preference will be given to those using this facility for work and or project purposes if the network becomes slow due to high use. Anyone found abusing this facility will be refused further access.

- Frivolous use of resources is not permitted. Please be mindful that the project runs on a very limited budget and all resources are limited. Resources in the bush are precious and should be used with this in mind. Everyone should aim to conserve the very limited resources available, which are:
  - Firewood
  - Water
  - Solar power
  - LPG

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**RESEARCH ACTIVITIES AND DATA COLLECTION**

As part of the day to day activities of some staff on camp, they may be required to take part in urgent reserve activities, which may not be suitable for volunteers to take part in. Please remember that during your time on camp, the staff have a responsibility to ensure your health and safety and this may mean that you cannot always accompany them in the day to day duties and please do not take this personally.

- All interns and staff will fill in and file data sheets on a weekly basis.

- Number of people per vehicle will be limited to 3 persons.

- Volunteers will be assigned to research projects.
  - There will be no option to choose
  - Volunteers will be rotated to provide exposure to all current projects. During this time, interns and staff will educate volunteers in their area of study.
  - In addition, volunteers will assist their mentor, with all data collection, data entry, research and reports in a courteous manner. This is essential for consistency in the research regime.

- All staff and interns must submit a written progress report every 3 months.

**When in the field…**

ALL interns and volunteers must be dressed to comply with the industry norms and standards (khaki or green). Revealing clothes are not appropriate either in camp or out in the field.
ATTITUDE OF RESPECT TOWARDS PEOPLE AND THE ENVIRONMENT
At all times, treat with respect all people of the world, all languages, all cultures and all religions, local and other customs, histories and folklore and the indigenous natural environment. All activities should be conducted in such a manner as to cause the least possible damage to the environment and encouragement should be given to remove litter, including cigarette ends and bottle tops, thus improving the environment.

AVOIDANCE OF DISCRIMINATORY ACTION
At all times refrain from any discriminatory, abusive, insensitive or irresponsible action and promise to act fairly in the event of any dispute or conflict.

AVOIDANCE OF SUBSTANCE ABUSE
At all times refrain from and avoid substance abuse, smoking in inappropriate areas, or use of any narcotic drug.

ADHERENCE TO DRESS CODE
Undertake to dress appropriately at all times, which should consist of items from the published packing list and be of neutral colour, when out in the bush/field. Revealing clothes are not appropriate on camp or out in the field.

STATEMENT OF RELIABILITY AND RESPONSIBILITY
Undertake to be on time, reliable, honest, conscientious and tactful.

CODE OF CONDUCT
All participants are obligated to abide by the rules of the camp and adhere to the spirit of the project. If for any reason an individual compromises the experience of the group or any individual, the individual can after suitable warning, counselling and following the disciplinary process, be withdrawn from the project and be returned home. No refunds in this case will be issued and any additional cost incurred will be at own cost.

General Code of Conduct considerations include:

Behaviour: Participants are to behave in a manner that is not offensive to staff, fellow volunteers or visitors. Behaviour must be conducive to team work and communal cooperation.

Dress: We request that you dress in a suitably appropriate manner to the task or activity at hand. We require participants to not dress in a revealing and scantily clad manner which may be by reasonable assessment, found to be of an offensive nature.

Jewellery: We advise that participants do not bring high or sentimental value items of jewellery. Due to the nature and environment of the general activities and tasks carried out on a day to day basis, the wearing of jewellery is not advised from a health and safety perspective.

Language: English is the recognised and preferred language used. No language that is indecent and or offensive to others will be accepted.

Drugs: The possession or use of narcotics and other recreational drugs is against the law. Participants suspected of breaking this rule could be withdrawn from the project and sent home if found to act in contradiction to this law. We advise participants to advise management pre or on arrival of any scheduled prescription drug usage, preferably accompanied by a doctor’s note or prescription, especially in the treatment of life threatening cases.
**Alcohol:** Participants wishing to use alcohol on the camp must do so with sensibility and act in a responsible manner as to not be offensive to others on camp. No intake of alcohol is allowed during working hours. The legal age for purchase of alcohol is 18 years of age in South Africa.

**Upholding the good name of the project:** We ask that you do not bring the project or yourself into disrepute, nor involve any other employee or volunteers in any behaviour that might amount to disrepute or be considered to be defamatory in anyway. If your behaviour is found to be detrimental to the project you are involved with, you may be asked to leave immediately without compensation.

**Staff/Volunteer Relations:** The project neither allows nor encourages volunteers to develop personal relationships with general project staff and personnel. This would not promote a good working environment and could result in the dismissal of the staff member.

**Example of disciplinary procedures:**

<table>
<thead>
<tr>
<th>Minor Offences</th>
<th>1st Offence</th>
<th>2nd Offence</th>
<th>3rd Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>General bad conduct</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Poor punctuality</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Laziness</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Failure to attend an activity without just reason</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Minor breach of safety rules</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Minor damage or misuse of Company property</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Being rude, unfriendly or disrespecting local customs</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Discrimination in any form</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Defamation of character</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
<tr>
<td>Inappropriate, offensive or defamatory remarks against Transfrontier Africa or Ndlovu West in social media, blogs or any other means</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Termination</td>
</tr>
</tbody>
</table>

**Serious Offences**

<table>
<thead>
<tr>
<th>Serious Offences</th>
<th>1st Offence</th>
<th>2nd Offence</th>
<th>3rd Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to adhere to an instruction from staff, Mentor or other designated supervisor</td>
<td>Termination</td>
<td></td>
<td></td>
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<tr>
<td>Theft</td>
<td>Termination</td>
<td></td>
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<tr>
<td>Drinking on duty (or between activities)</td>
<td>Termination</td>
<td></td>
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<tr>
<td>Any situation where you could endanger yourself or someone else as a result</td>
<td>Termination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malicious damage to Company property</td>
<td>Termination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serious breach of safety rules</td>
<td>Termination</td>
<td></td>
<td></td>
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<tr>
<td>Assault</td>
<td>Termination</td>
<td></td>
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<tr>
<td>Under the influence and/or in possession of drugs</td>
<td>Termination</td>
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</tbody>
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All disciplinary actions will be undertaken by Craig Spencer unless an appointed deputy has been authorised to act on his behalf.

There are a number of First Aid trained staff on camp. If you feel unwell or require medical assistance, please make the staff aware. There is an accident/incident book on camp, in which the details of any accidents will be recorded.

In the case of a medical emergency, treatment can be sought at the hospital in Hoedspruit, which is approximately 16km away. Should you require access to private medical care, this can be accessed in Tzaneen.
Interns please take note of the following:

- All staff and interns will organize an equipment list, which they will sign and hand into the research technician or Craig Spencer.

- All staff and interns will be charged for any equipment that is lost or damaged due to neglect. Charges will be dependent on equipment replacement cost.

- An inventory will be drawn up of all equipment, books and vehicles in camp. Staff and interns must sign out all equipment, books and vehicles on a daily basis. Such equipment may include but is not limited to:

  GPS, Cyber Tracker, Tape Measure, Flags, Micro Scale, VHF Receiver, Yagi Antenna, Camera Traps, Hand Held Radios, Books, and vehicles etc.

- All will be returned at the end of the day, plugged into chargers, placed on shelves, with a level of organization maintained.

- Every Friday, each intern will meet with the research technician and Craig Spencer in the office, for evaluation and project progress.

- Every Saturday, an intern or staff member will present their project to the camp.

For enquiries or to make a booking please contact us on office@transfrontierafrica.org