

ADRA Connections Agreement - Team Leader

Thank you for registering as a Team Leader for an ADRA Connections trip. Outlined below are your key responsibilities and obligations. This is a legal contract between ADRA Australia and you as a Team Leader. It commences upon receipt of your registration form and \$300 registration fee.

1. Team Management

Your role as a Team Leader is to motivate and enthuse team recruitment; liaise with the Connections Coordinator as they organise your trip; inspire donors and help your team meet fundraising targets; manage your team pre-trip; and safely coordinate your team with the ADRA Host while abroad.

2. Children

All participants under the age of 12 must be accompanied by a parent. Participants aged 12-17 must be accompanied by a guardian with parental consent. The team leader can be nominated as the guardian.

ADRA Australia also requires all participants under 18-years-old for their legal parent/guardian to authorise the team leader with full and legal responsibility for their child while abroad. All legal parents/guardians must agree to the 'Consent and Release Agreement' included in the Registration Form.

3. Prices and Validity

ADRA Australia reserves the right to adjust all advertised costs in alignment with exchange rate fluctuations and changes in operating costs, but our aim is to avoid cost increases where possible. Changes may impact upon trip activities.

4. Payments and Fundraising

ADRA Connections costs are divided into 3 components: Impact Costs, Experience Costs and Optional Add-Ons. All costs are due 2 months prior to your departure and must be met by this deadline.

A registration fee of \$300 is also payable at registration and is not refundable.

- Impact Costs** go directly to the ADRA project you're supporting.
- Experience Costs** include accommodation, meals, transport and safety.
- Optional Add-On Costs** offer you the opportunity to do some sightseeing.

Your registration fee, Impact and Experience costs are fully tax-deductible. Optional add-ons are not.

Impact and Experience Costs are collected through online peer-to-peer fundraising platform, GoFundraise. Payments can also be made directly to ADRA Australia.

When fundraising for Impact and Experience costs, participants should be responsible representatives of ADRA Australia. All fundraising events need to be registered online with ADRA Australia through the following website: <https://www.adra.org.au/fundraising/>.

Travel costs (e.g. flights and visas unless otherwise indicated, extra baggage allowance, airport tax, passport, visas, vaccinations, additional sightseeing not included in the itinerary) are your responsibility, including all bookings and arrangements.

5. Passports and Visas

All participants must obtain and carry a valid passport with at least 6-months' validity, and a visa if necessary. Payments are the responsibility of each participant and are not included in the advertised trip costs. It is your responsibility to arrange visas for the team if necessary.

6. Travel Risks

The safety of our travellers is of utmost priority to us. We commit to providing proper duty of care, strict operational standards and risk assessment plans.

You acknowledge that participation in ADRA Connections trips involves inherent risks, as it operates trips in regions where standards of transport, accommodation, safety, hygiene, medical facilities and other infrastructure may

differ from the standard at home. These risks include, without limitation, the possibility of disease, injury or death, psychological trauma, loss/damage to property, discomfort and inconvenience.

ADRA Australia uses information from its local country offices, the Australian Department of Foreign Affairs and Trade, International SOS and smartraveller.gov.au to assess and manage risks and to keep participants safe while abroad. ADRA also conducts orientation programs to ensure that teams are well informed to travel safely. It is the team leader's responsibility to ensure risks are communicated to all team members prior to departure. If a critical incident occurs, you are responsible for liaising with ADRA Host to help manage the situation.

7. Travel Insurance

Comprehensive travel insurance through Risk Management Services (RMS) is included in the Experience Costs. It is valid for all participants for the duration of the ADRA Connections trip and includes cover for accidents, injury, illness death, medical expenses related to pre-existing medical conditions, emergency repatriation (including helicopter rescue/air ambulance) and personal liability. It does not cover known pandemics. Proof of insurance must be carried by the team leader throughout the trip for all team members.

8. Health

It is your responsibility to advise ADRA Australia of all pre-existing medical conditions that you or a team member may have, that might increase the risk of requiring medical attention, or that might affect the ability to undertake physical activity such as walking, manual labour etc. All medication being taken must be disclosed to ADRA Australia. It is your responsibility to ensure that the medication can be legally carried into the country of your destination. A medical certificate from the doctor declaring you are fit to travel is compulsory for yourself and all team members.

9. Cancellations by ADRA Australia

ADRA Australia reserves the right to cancel your trip if: you have not met your financial obligations; if required documents have not been received in a timely manner; if your orientation programs are not completed; if a medical condition will put yourself or others at risk; or if a country becomes unsafe to travel.

ADRA Australia reserves the right to cancel or postpone a trip and will advise you of such cancellations no later than 30 days before the trip departure date.

If due to 'Force Majeure' or government travel advice, ADRA Australia reserves the right to cancel or postpone a trip at any time. Additional costs incurred, such as flight cancellations, are not payable by ADRA Australia, but may be recoverable under your insurance policy. If your trip is postponed, funds will be held until your trip proceeds.

10. Cancellations by You

If you wish to cancel all or any part of your booking, notification of cancellation must be made to ADRA Australia with a valid reason, no later than 30 days before the trip departure date. Your \$300 registration fee is non-refundable. Cancellation may also incur a service fee, depending on circumstance.

As Impact and Experience costs are tax-deductible and receipts are issued upon payment, funds cannot be returned to donors, according to ATO regulations. These funds will be directed to project costs as advertised to donors.

11. Complaints

Complaints should be made known at the earliest opportunity to the ADRA Connections Coordinator and/or the ADRA Host accompanying you on your trip. If, at the end of the trip, you feel your complaint has not been properly dealt with, notify ADRA Australia's Complaints Officer on complaints.officer@adra.org.au within 14 days of trip completion.

12. Publicity

You agree ADRA Australia may use photos/videos of you

or taken by you or voice recordings/quotes related to your trip, without recourse or compensation to you, for publicity and promotion purposes only, through whatever medium it chooses. These include photos/videos/posts directly shared with ADRA or on public domains. All volunteers are required to adhere to ADRA Australia's Photos and Images Policy.

13. Privacy

Your personal information is collected in accordance with ADRA Australia's Privacy Policy. The complete policy is available at www.adra.org.au/privacy.

14. Child Protection

You agree to read and comply with ADRA Australia's Child Protection Policy found in the ADRA Connections Policy Booklet and outlined in the Team Leader Roadmap and Team Member Roadmap. You will monitor each team member's compliance while abroad. This includes (but is not limited to): treating children with proper respect and dignity, no abusive language or behaviour (sexual or otherwise) and using technology appropriately. Photos of children require parental consent and children must be fully clothed and presented in a dignified and respectful manner.

Participants under 18-years-old are covered by this policy. If a team member comes to you with any concerns at any time during your trip, contact your ADRA Connections Coordinator or email connections@adra.org.au and/or safeguarding@adra.org.au.

15. Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

You agree to read and comply with ADRA Australia's PSEAH Policy found in the ADRA Connections Policy Booklet and outlined in the Team Leader Roadmap and Team Member Roadmap. You will monitor each team member's compliance while abroad. This includes (but is not limited to): not perpetrating unwelcome sexual advances (including non-consensual kissing and touching), not profiting monetarily from sexual exploitation of another, and no physical or verbal attempts at sexual harassment against beneficiaries, community members, citizens, as well as ADRA personnel.

This policy applies to all volunteers at any time while representing ADRA, including fundraising activities prior to the trip, and during project activities and sightseeing in-country. If a team member comes to you with any concerns at any time during your trip, contact your ADRA Connections Coordinator or email connections@adra.org.au and/or safeguarding@adra.org.au.

16. Code of Conduct

You agree to act with respectful authority and honest integrity to ensure all team members behave in a safe and culturally appropriate manner, and resolve conflicts peacefully and contribute meaningfully to team projects and responsibilities. If a situation arises where there is a breach of agreement by a team member, you are responsible for liaising with ADRA staff to manage the situation. ADRA Australia also has the right to terminate your trip if your behaviour is unacceptable, breaches your ADRA Connections Agreement, violates alcohol or substance abuse, or breaks any laws of countries you visit during your trip.

All participants are required to comply with the ADRA Australia Code of Conduct and policies found in the ADRA Connections Policy Booklet and outlined in the Team Leader Roadmap and Team Member Roadmap.

17. Exclusion of Liability

ADRA Australia will not accept liability or responsibility if you or a team member contravene any law or regulation of any country visited. ADRA Australia is not responsible for acts and omissions of others, including airlines, accommodation providers, tour guides, or any loss, damage, death, injury or expense (including loss of money paid in advance). Independent arrangements made for the team, outside the ADRA Connections trip (including pre- and post-trip arrangements) are made entirely at your own risk.

Your Name: _____ Signature: _____ Date: _____