



Participant  
Code of Conduct  
Programmes in Bali

## Statement of Purpose & General Guidelines

### Statement of Purpose

Think Pacific is committed to promoting responsible cultural exchange. This Community Agreement outlines expectations for participants to ensure safety, respect for local communities, and alignment with Think Pacific's values. Participants are ambassadors of Think Pacific and their home countries throughout the program.

### General Guidelines

#### 1. Adherence to Think Pacific Guidelines:

- Follow instructions from Think Pacific leaders, coordinators, and management.
- Commit to the project's goals and responsibilities; repeated offenses or absenteeism may result in disciplinary action.
- Always stay in groups or pairs, returning to accommodation by the curfew (9:30 pm; 8:30 pm Sundays).

#### 2. Movement & Emergency Preparedness:

- Remaining within the locations and settings as outlined under the programme itinerary, including the host community, project locations and activity sites is required.
- Carry emergency funds, photo ID (photo ID card, driving license, or photocopy of passport page), and a charged phone with a local SIM.
- Keep Think Pacific's 24/7 emergency contact accessible.

## Code of Conduct

On a Think Pacific programme in Bali you agree to the following:

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### Alcohol & Smoking/Vaping

#### 1. Alcohol Policy:

- Strictly prohibited to **purchase** or to **consume** alcohol within Balinese partner villages or project sites, including during structured activities such as briefings or debriefings.
- Alcohol consumption during free travel weekends is permitted but must be discreet, professional, and never while wearing Think Pacific clothing.
- Participants must not return to accommodation intoxicated and must respect Indonesia's legal drinking age of 21.

#### 2. Smoking/Vaping Policy:

- Never smoke/vape at a professional project site. If unsure, ask a leader.
  - Smoking/vaping in the homestay area is only permitted in a designated spot as advised by the homestay owner and/or TP staff.
  - In the homestay village, cafes and restaurants, smoke or vape only in designated areas, avoiding communal spaces and streets.
  - Cigarettes must only be purchased outside the homestay village during free travel weekends.
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### Free Travel Weekends

- Participants must stay on mainland Bali (no boat travel to other islands) and provide general travel and accommodation details to Think Pacific. This is in case of emergency, and Think Pacific is required to provide assistance.
- Responsible behavior is expected, adhering to local laws and avoiding risky activities.
- Avoid wearing Think Pacific-branded clothing during free travel weekends.
- Participants are not permitted to drive scooters/motorbikes during free travel weekends.
- Return to the homestay village by 8:30 pm on Sunday evening.

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## Local Laws & Cultural Sensitivity

### 1. Legal Compliance:

- Please note the legal age in Indonesia to:
  - i. Purchase cigarettes is 21 years old.
  - ii. Consume alcohol is 21 years old.
  - iii. For sexual consent is 18 years old.
- Participants are not permitted to drive scooters/motorbikes during their Think Pacific Project.
- Possession of use of illegal substances will result in immediate removal, and reporting to the local authorities.

### 2. Cultural Respect:

- Follow Think Pacific village dress codes, covering tattoos/piercings in professional settings.
- Adhere to project-specific guidance on appropriate attire.

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## Relationships & Personal Conduct

### 1. Relationships:

- Respect Balinese cultural norms regarding relationships and public affection.
- Romantic or sexual relationships in project settings are prohibited.

### 2. Accommodation Rules:

- Do not allow guests into accommodation or stay elsewhere without explicit permission from a Think Pacific Manager.
- Do not invite family members or friends into the project community ,without explicit prior permission from a Think Pacific Manager.

## Social Media & Confidentiality

- Obtain consent before taking any photos/videos of peers or within the community.
  - Do not take photographs/videos of any service user or vulnerable individual.
  - Remove social media content if requested by Think Pacific and refrain from accepting social media connections with community members until you have completed your Think Pacific project.
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## Disciplinary & Complaints Procedure

### Disciplinary Procedure

Should your actions be deemed to be in breach of our Code of Conduct the Think Pacific staff members.

**For your reference, Think Pacific's disciplinary procedure is as follows:**

1. Verbal Warning: Upon the first incident of unacceptable behaviour or minor breach of the Code of Conduct, the Programme Leader/Coordinator or Programme Manager shall warn you verbally that your behaviour is unacceptable and shall explain to you the reasons for this unacceptability.
2. Written Warning: If such behaviour or breach continues, the Programme Coordinator or Programme Manager shall provide you with a written warning, stating that any recurrence may result in you being required to leave the project and if appropriate, terminate your project.
3. Termination of project: Upon a subsequent repeat of the unacceptable behaviour, or upon a serious breach of the Code of Conduct, the Senior Management may, at their sole discretion, require that you leave the project and terminate your employment.

In the event that the Disciplinary Procedure is invoked and you are required to leave your project, then you agree to do so without causing fuss, disturbance or aggravation and at the time specified by Think Pacific Management.

If at any stage you feel that this procedure is being applied unfairly or without cause,

you should raise this directly with your Programme Coordinator and, if you feel the matter has not been resolved to your satisfaction, you may raise a complaint in accordance with our grievance procedure.

### Complaints Procedure

- If during your project, you wish to make a complaint, you should inform your Think Pacific Programme Coordinator as soon as possible.
- Alternatively, you may wish to speak with a Programme Coordinator, Programme Manager, or the Country Manager. You will have access to the contact information for all staff members and may liaise with them directly if you wish to discuss a concern or complaint.
- We will investigate any claims and try to resolve them. If the matter cannot be resolved during the project then you must write a letter to Think Pacific's UK office no later than one month after the end of your project.
- Think Pacific will only deal with complaints made by the person on the project, or for minors (under the age of 18 years old), his or her parent or legal guardian. If you have any questions regarding this policy, please email [info@thinkpacific.com](mailto:info@thinkpacific.com) to arrange a time to chat to a member of the Think Pacific team.

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