

NEW DAY CODE OF CONDUCT

This Code of Conduct is intended to provide all foreigners at any New Day location for both short-term and long-term work a framework for making decisions that impact the New Day Community. By following the Code of Conduct, it is intended that the work of New Day will be strengthened through what we do and what we say.

Beliefs	
<p>New Day is a fundamentally Christian organization which seeks to serve its mission in a secular environment with a Christian worldview. While we do not limit our visitors and volunteers to practicing Christians, we do expect everyone serving at new Day to respect the beliefs and practices of our community.</p>	<ul style="list-style-type: none"> • Volunteers are expected to attend daily (M-F) prayer meetings to start the day unless otherwise agreed to with your team leader. • All foreign visitors and volunteers are expected to attend Wednesday Fellowship meeting. • Sunday fellowship is recommended and transportation to services in Beijing are provided at a nominal fee.

Attitudes	
<p>Embrace the attitude of a servant in dealing with the people around you, both Chinese and foreigners.</p>	<ul style="list-style-type: none"> • Understand that cross-cultural experiences can be difficult and require a flexible attitude. • Treat everyone with respect, fairness and dignity. • Be positive. • Do not be critical of New Day, the local area or China. • Do not complain: if a problem can be solved, solve it; if a situation can be changed, change it; if nothing can be done, accept it gracefully.

Relationships	
<p>Community is one of the cornerstones of New Day, and healthy and meaningful relationships are the foundation of community. These are the kind of relationships that are built on trust, respect and common goals.</p>	<ul style="list-style-type: none"> • Be aware and sensitive to the barriers created by differences in culture and language and seek to be consciously inclusive rather than unconsciously exclusive in your interactions and relationships. It's a choice! • Dorm rooms (Guest House, Efficiency and Basic) which are designated as single gender rooms are off limits to members of the opposite sex. • Be conscious of the impact that your relationships are having on your service: relationships that <i>distract</i> or <i>detract</i> from your purpose here need to be redirected. • Morally appropriate behavior is expected at all times.

Behavior	
<p>Ensure that personal conduct is of the highest standards and in keeping with New Day's beliefs, values and aims and does not undermine the reputation or negatively impact the work of New Day.</p>	<ul style="list-style-type: none"> • Obey all local laws. If you become aware of any illegal activity make it known to your team leader or New Day supervisor. • Be sensitive to local customs and respect the advice that you are given concerning attire, eating and drinking and other traditions that will help you to assimilate into the local community. • Before coming to New Day, become familiar with the Dress Code standard and pack accordingly. The Dress Code must be observed at all times; guests whose clothing is deemed inappropriate will be asked to change. • Do not attract undue attention when going into the village; your foreignness will attract enough already: <ul style="list-style-type: none"> ▪ Go only in small groups (fewer than 6 individuals). ▪ Do not be loud, boisterous or demonstrative. ▪ DO NOT take any photographs, including on phones. • Abstain from making negative comments or getting involved in arguments regarding people, politics, religion, race or traditions. • Refrain from profane, demeaning, obscene, insensitive and discriminatory language. • No smoking on New Day property, in New Day apartments or during any New Day-led tours, excursions or other activities, including group meals in the village. • No alcohol consumption by minors (under the age of legal consumption in your home country) and no excessive alcohol consumption under any circumstances. • Do not possess, use or sell illegal drugs. • Abuse or exploitation of children or vulnerable adults in any way will not be tolerated. Report any such behavior to New Day management immediately.

Communication	
<p>Protecting the privacy of our children, our staff and our program is critical to being able to continue our work and maintain a vibrant volunteer program. These restrictions on communication include your time at New Day and extend beyond that to your return home as well.</p>	<ul style="list-style-type: none"> • Do not disclose any information about the program, policies, processes, the children or staff in a public venue without explicit permission from one of the New Day directors. • You may use photos or stories about the children in any private setting, such as emails or letters, that is limited to your immediate friends and families. In public settings, such as blogs and other social media, do not mention New Day by name or give any specific information about children at New Day or the orphanages we work with. This guideline is extremely important to protect the privacy of the children and the good working relationships with our partner orphanages and agencies.

Safety	
<p>Safety is a priority for children, staff and volunteers. New Day works in conjunction with local and national authorities to ensure the safety of all members of our community; adherence to these rules is an important part of carrying out that mission.</p>	<ul style="list-style-type: none"> • Follow all health and safety policies and procedures. • Unescorted trips off of New Day property must be approved in advance and must follow guidelines for safety and security. • Short-term volunteers (less than one month) should not go into the village alone at any time; no volunteers should be alone outdoors after dark. • Do not leave the premises after 10PM. • No weapons of any type are allowed on New Day property. • Do not purchase, possess or use any firecrackers or other explosives.

Service	
<p>Recognize that New Day is ultimately about service and the greatest rewards will come from fully embracing the opportunity to contribute to the community and to the programs through the tasks assigned.</p>	<ul style="list-style-type: none"> • Be willing to ask for help when needed and to offer help to others when needed. • Work with others in an open and participative way, cooperating both within and across teams to support the delivery of organizational results. • Show up for all work assignments on time and prepared to carry out the duties assigned. In case of illness or other serious issue, inform your team leader or New Day supervisor as soon as possible.

Stewardship	
<p>Understand that while New Day has separate departments for the Foster Home, the Community Center and New Day Creations, in reality they are one and what impacts one affects us all.</p>	<ul style="list-style-type: none"> • Use resources sparingly, paying special attention to electricity (lights, heating and air conditioning) and water. • Turn off lights, heat, a/c when you leave a room. • Accept responsibility for cleanliness in your work and living area – leave it better than you found it. • Turn off lights, heat, a/c when you leave a room. • Be careful and considerate in your use of New Day property which includes buildings, equipment, furniture, appliances, bedding and other supplies. • Turn off lights, heat, a/c when you leave a room. • Report any damage done to the appropriate department (Foster Home, Volunteer Services) as soon as possible and pay for damages when responsible. • Turn off lights, heat, a/c when you leave a room.