

Ceiba Foundation for Tropical Conservation Study Abroad Programs Code of Conduct Agreement

The Ceiba Foundation strives to provide a positive, safe, inclusive, welcoming, and productive learning experience for all of our students that also delivers benefits to and positive interactions with the local communities and individuals with whom we interact during the program. While abroad, you represent not just yourself but the program, Ceiba Foundation, your university, and the United States (or your country of origin). As a condition of your enrollment, we ask that all students read and pledge to abide by this Code of Conduct during the time they are a participant of a Ceiba Foundation Program. This Code applies throughout the Program, including during Program activities, transportation, lodging, free time, and independent outings while enrolled in the Program.

- 1) I will treat others with courtesy and respect, help create a welcoming and inclusive environment for all Program participants, and will not discriminate against, harass, bully, intimidate, or exclude others based on their identity or background. I will not engage in violence, threats, stalking, hazing, retaliation, theft, property damage, or other behavior that threatens the safety or well-being of others.
- 2) I will not engage in sexual harassment, sexual misconduct, or unwanted sexual behavior and will respect others' boundaries and consent.
- 3) I will strive to act in a culturally appropriate manner, be sensitive to the impact of my behavior on others, and avoid drawing negative attention to myself, my peers, and the program.
- 4) I will prioritize my safety and the safety of others and avoid activities or behaviors that present unnecessary risks. This includes, but is not limited to, following all Ceiba safety guidelines and recommendations provided during orientation and throughout the Program.
- 5) I understand that COVID-19, flu, and other illnesses present changing health risks. I will notify Program staff as soon as I feel sick or develop symptoms, take precautions to prevent spreading illness, and follow all required or requested health measures, including masking, isolating, or testing, whether posted or communicated by instructors, staff, or Program sites.
- 6) I will not possess, use, purchase, distribute, or sell illegal drugs or controlled substances. Prescription medications must be legally obtained and used only as prescribed. If I consume alcohol, I will do so legally and responsibly, avoid excessive drinking, and understand that intoxication does not excuse misconduct or unsafe behavior.
- 7) I will use common sense to reduce the risk of injury, illness, or crime, such as by avoiding walking alone at night, safeguarding my valuables, keeping Program staff informed of my whereabouts and return plans, carrying emergency contact information,

avoiding risky street food, not accepting drinks or rides from strangers, and using only authorized transportation.

- 8) I will make an effort to learn about the local culture and advance my Spanish language skills by speaking with local people in Spanish whenever possible (applicable only for Tropical Conservation Semester Students).
- 9) I will respect the property, privacy, and rules of Ceiba, host families, lodging providers, partner organizations, Program sites, community members, and other participants, and understand that I may be financially responsible for loss or damage caused by my conduct.
- 10) If at any time I need a safe space to discuss in confidence any issues, concerns, or problems I am having, I will seek the guidance of the program instructor and/or support staff who will direct me to available resources.
- 11) If I find myself in a conflictive or confrontational interaction, I will do everything that I can to de-escalate, diffuse, or resolve the situation.

I have read and agree to abide by this Code of Conduct throughout the Program. I understand that violations may result in disciplinary action, including a warning, restrictions on participation, or dismissal. Depending on the nature or severity of the violation, Ceiba may dismiss a participant immediately without prior warning. If dismissed, I may be responsible for costs associated with my departure, and Program fees may not be refunded in accordance with Ceiba's policies. These expectations are intended to support a safe, respectful, and productive experience for all participants.

Print name: _____

Signed: _____ Date: _____

Please mail completed and signed form to:
Ceiba Foundation • 301 S. Bedford Street, Suite 7A • Madison, WI 53703
or email a copy to mail@ceiba.org