



CULTURE AND SAFETY CODE

While traveling with CTC, team members are representatives of CTC at all times and agree to abide by the Culture and Safety Code for the duration of the trip. As a result, anyone participating in the trip who engages in conduct unbecoming of a CTC team member will be in violation of the Culture and Safety Code and will be subject to appropriate review and disciplinary sanctions, up to and including dismissal from the trip.

PLEASE TAKE A MOMENT TO READ THE CULTURE AND SAFETY CODE ENTIRELY.

Alcohol, Tobacco, and Drug Policy

Excessive consumption of alcohol is not permitted. It is important that team members remain in clear judgment and act responsibly in relation to alcohol consumption. If it is determined that a violation of this policy has occurred, the result will be disciplinary sanctions, up to and including dismissal from the trip.

Team members are not allowed to buy, sell, use, or possess illegal drugs. Any drug infraction while on a CTC trip will be considered a violation of policy and will result in dismissal from the trip.

While in Kenya, team members are subject to Kenya's laws and regulations, which can differ significantly from those in the United States and Canada and which may not afford the protections available under U.S. or Canada laws. CTC will not assist in legal matters arising from a team member's involvement with alcohol, tobacco or drugs, aside from providing referral for legal counsel.

Safety Policy

CTC team members are expected to abide by established safety procedures. These procedures are not meant to limit the cultural experience in any way and exist for the sole purpose of team member safety. CTC will conduct an orientation upon arrival in Kenya with the team members explaining the rules of the trip and itinerary.

- Groups must stay together (3 people together at all times).
- Two adults per one child. Never be alone with a child.
- Team members may not leave Mount Longonot Transit Hotel without a CTC staff member under any circumstances. This includes morning runs. If you wish to go on a run, please let your team leader know and we will arrange for a CTC staff member to accompany you.
- Always consider your safety as well as the safety of your team members. Please be aware of your surroundings at all times, especially when traveling in populated cities like Nairobi and Naivasha.

- Valuable items such as cameras and other electronic equipment are to be used discretely.
- Clothing and attire should be culturally appropriate. Please refrain from wearing tank tops, and short shorts or short skirts.

Prohibited Behavior / Reasons for Dismissal

Violations of the CTC Culture and Safety Code that can result in dismissal from the trip include, but are not limited to, the following:

- Violation of the alcohol, tobacco, or drug policy
- Criminal behavior or violation of local laws
- Violation of residential guidelines and/or rules at Mount Longonot Transit Hotel
- Self-endangerment, including involvement in activities/behavior that could result in personal harm, including (but not limited to): traveling past dark without CTC staff, frequenting dangerous places, association with criminals, intoxications, etc.
- Abusive language towards CTC staff, team members, or members of the local community.
- Any form of sexual harassment
- Disorderly, indecent, or obscene conduct, gestures or actions
- Violent behavior towards others
- Theft or vandalism
- Property damage to any of the following: CTC facilities, Mount Longonot Transit Hotel, safari location
- Conduct unbecoming of a CTC team member including, but not limited to, violation of any CTC policies.

Procedures for Violation of the Participant Culture and Safety Code and all other CTC Policies

1. On-site Incident Report

If a team member violates the Culture and Safety Code, a CTC Kenya employee will complete an on-site incident report outlining the details of the incident. Involved team members will be provided the opportunity to give any additional information pertaining to the incident. The on-site incident report, as well as any additional information, will be reviewed by the CTC Kenya Director or, if unavailable, elected Kenya staff member. Team member will lose privileges until the on-site report has been evaluated.

2. Administrative Review Process

The incident report will be reviewed by the CTC Directors. During this review, disciplinary sanction(s) may be taken against the team member(s). If the team member denies involvement in the Culture and Safety Code violation, the review will focus on the available reports and other pertinent information. Team members will be notified as soon as possible after a decision has been reached. Disciplinary sanctions for the violations are in effect as soon as the team member has been notified, either verbally or in writing.

3. Disciplinary Sanctions

Disciplinary sanctions include, but are not limited to, the following:

- **RESTITUTION:** charges to be paid for damages or theft.
- **LOSS OF PRIVILEGES:** use of facilities, participation in activities or excursions. No refund will be given for missed activities or excursions.
- **DISCIPLINARY PROBATION:** violation of probationary terms and conditions will result in immediate dismissal from the trip.
- **IMMEDIATE DISMISSAL:** the immediate removal of a team member from the trip.

Consequences of Dismissal

CTC will assist in making your travel arrangements; however, team members are responsible for the price of a one-way return airline ticket and for covering all transportation fees to the airport. Dismissed team members will not be entitled to a refund of fees, and are responsible for all non-recoverable costs incurred by CTC.