

Palms Australia program participants are dedicated to Palms mission of reaching beyond barriers to facilitate greater cultural understandings between Australia and its neighbours. Critical to the success of this mission is sharing the understandings and experiences of your community abroad with your community here in Australia. Through sharing these experiences we can educate the broader Australian public on the complexities of, and opportunities to resolve, issues of poverty and development in foreign communities and our own.

As a Palms Australia program participant, you are acting as an ambassador to our organisation both overseas and here in Australia. Just as we expect certain behaviours from our participants in the field, we expect this behaviour to extend to a participant's public representations in Australia and online.

1. Content Produced by the Participant

In order to maintain the strong relationships with our partner communities and our reputation as a leading development agency both in Australia and overseas, participants must adhere to these guidelines when sharing information to the public – both in print and online. This includes any video, photo, and text content shared through blog posts, social media, personal newsletters or emails, and to media outlets.

a) All content must abide by the following principles:

- Respect for the cultural, social, and political customs and laws of the people and places you are representing, including refraining from photographing or videoing sacred sites or ceremonies, and images which are not appropriate for reproduction.
- Accuracy in representation of events, people, places and practices and in representation of the cultural, economic and political conditions of the country in which you are living.
- Maintain the dignity of the people who are represented in your images, videos, audio material or text, with particular attention to children and persons with a disability.
- Show people and communities as human beings with autonomy over their own decisions and development projects.
- Content is never condescending to a person, peoples, place or institution. This includes avoiding patronizing language and imagery.
- Content is never exploitative and does not manipulate a situation for a material, social, political or cultural advantage.
- Palms participants actively minimize potential harm from their representations of people, places and events. This includes removing any identifying information of vulnerable persons from public material (names and location) including children, victims of violence, and persons with a disability.
- All persons represented by a Palms participant in content that may be reasonably considered as public must consent to their image, likeness or story being made public.

b) Consent

- You must have consent **before** taking and sharing photos.
- This consent can be verbal or written, but must be understood by the subject of the photo or story, i.e. must be explained in the local language.

- The subject must be informed of the context in which this material will be shared. This includes your intended audience and the messaging that will accompany the photo.
- For content that is published publicly, for example in film or in media, written consent that has been explained in the local language is ideal.

c) Images of children

- When taking photos of children, you must seek permission from a parent/legal guardian, or from the child themselves (NOT from a teacher or other supervising adult).
- Children must be shown with dignity and must not be shown in a vulnerable position. Children should not be photographed on their own.
- Palms will keep a record that consent has been given for any photos of children that have been sent to us for publication.
- With the exception of medical professionals who, in an image demonstrating their work, may have cause to be in contact with a child, participants should avoid touching children in photographs or videos.

2. Content produced by others

Just as participants represent Palms and its mission in the content they produce, their actions interacting with other content reflect on the organization and on the community they work with. Participants must not 'Like', share, or in any other way endorse content that contains:

- Defamatory, malicious, obscene, intimidating, discriminatory, racist, harassing or threatening messaging, including hate propaganda;
- Calls to violence of any kind;
- Violates Palms Australia's Child Protection Code of Conduct;
- Activity that violates any Australian law or regulation;
- Promotes any voluntourism agency or projects;
- Contains false or misleading information about your placement, the community in which you work, or the Palms program;
- Comments on political or religious matters.

Any questions concerning this policy should be directed to palms@palms.org.au.