

## **JFF VISITOR PROGRAM AGREEMENT - DEED**

This agreement must be signed prior to attending a JFF Program and provided to the JFF office in advance, in person or via email, [jff@johnfawcett.org](mailto:jff@johnfawcett.org)

This Agreement – Deed is made between the:

[“ Visitor “] - [full name].....

[ address ] ..... and

THE YAYASAN JOHN FAWCETT INDONESIA (JFF)

### **Definitions:**

In this agreement:

“**JFF Program**” means an eye health program conducted by JFF to provide medical services to people in Indonesia, including offshore programs, Bali village programs, local programs in Denpasar, JFF headquarters service programs and other site visits.

“**Visitor Program**” means every program visit organised to enable Visitors to attend a JFF Program.

“**Visitor**” means a person who participates in a Visitor Program.

“**Visitor Agreement**” means the JFF Visitor Program Agreement – Deed.

**PROGRAM LOCATION**.....

**PROGRAM DATE / DATES** .....

If JFF grants the Visitor permission to attend a JFF Visitor Program, it does so on the following terms.

**Please review the following terms of this agreement and sign below to indicate that you fully understand and agree to each of the following items.**

- The Visitor acknowledges that participation in the JFF Visitor Program is solely at the Visitor's own risk, and the Visitor releases JFF and JFF Australia in full from any claim the Visitor may have in relation to the JFF Visitor Program.
- The Visitor shall comply with all directions given by JFF staff.
- The Visitor and persons under the control and supervision of the Visitor will behave in a proper and responsible manner and in compliance with the law of Indonesia.
- The Visitor is fully responsible for the behaviour and conduct of any minor or person under the control or supervision of the Visitor.

- The Visitor will indemnify JFF and JFF Australia in respect of any loss, damage or liability suffered, including injury or death, incurred as a result of the conduct or negligence of the Visitor or any person under the control of the Visitor.
- The Visitor acknowledges that JFF Australia is not involved in the planning or conduct of the JFF Visitor Program.
- The Visitor is responsible for the cost of participating in the Visitor Program, including all travel, meals, accommodation and other related expenses.
- The Visitor acknowledges that any changes, planned or unexpected, that require a refund request for travel, meals, accommodation and other related expenses are the responsibility of the Visitor or group organiser/organisation.
- The Visitor has comprehensive travel insurance for the Visitor and any person under the Visitor's control or supervision, prior to attending the Visitor Program.
- The Visitor may choose to make a non-refundable donation to JFF or JFF Australia. No part of that donation will be applied towards any of the Visitor's expenses. The Visitor will not receive any material benefit from making a donation other than possible tax deductibility.
- **Code of Conduct:**  
**The Visitor will comply with the following requirements:**
  - Understand and respect the cultural norms and show respect for religious and social values.
  - The Visitor must be aware that the giving of gifts can be seen as a gesture to bribe or groom a young person or vulnerable adult. Giving of gifts or rewards to children, young people and vulnerable adults is not encouraged by JFF, but if deemed acceptable, any gift or contribution must be screened, approved, and its distribution facilitated by JFF staff.
  - Treat children and adults with respect regardless of race, colour, gender, language, religion, political or other opinion, nationality, ethnic or social origin, property, disability, birth, or other status.
  - Show respect to JFF staff, elders, community leaders, and religious figures.
  - Dress appropriately and modestly, which reflects the requirements of the specific location, particularly at the offshore locations. For example, closed-in shoes or sandals are acceptable. Clothing should be modest, respectful, and appropriate, with shoulders, upper arms, and upper legs covered.  
Casual clothing is acceptable, but it should be neat and conservative.

- Accept that it is not appropriate to individually consume, provide or supply alcohol or drugs to people while engaged in any JFF program activities.
- Be mindful that English may not be widely spoken. Speak politely and calmly at all times. *General note: Learning basic Indonesian greetings is a sign of respect.*
- Do not use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Refrain from raising voices, arguing publicly, or showing anger.
- Refrain from physical interaction with patients.
- Refrain from pointing with feet or the left hand.
- Use the right hand when giving or receiving items.
- Be aware that sexual behaviour is an area of sensitivity, where conduct may more easily be seen as offensive or be misinterpreted, particularly with respect to different cultural norms.
- Accept that bathroom and toileting facilities may be limited, public and communal, and are likely to be non-Western (squat toilets). Toilets may not have toilet paper or flushing systems - follow local instructions.
- Ask questions regarding the code of conduct if uncertain in any situation.
- The Visitor understands that the onus is on them to ensure that their personal conduct is neither exploitative nor leads to a perception of exploitation.

- **Photography, Media and Privacy**

JFF is committed to protecting the dignity, privacy, and well-being of the communities we serve. During a program visit, Visitors may encounter local residents, including vulnerable individuals. JFF requires all Visitors to observe the following:

- Photographs, videos, or audio recordings of villagers may only be taken with prior informed consent from the individual concerned and/or their parent or legal guardian, where applicable.
- Visitors may post or share such images or recordings on social media or other platforms only where clear consent has been obtained from the individual(s) featured (and from a parent or legal guardian in the case of minors).
- All images and content must portray individuals respectfully and must not be misleading, exploitative, or undignified.
- JFF reserves the right to request the removal of any content that does not comply with these guidelines.

JFF appreciates your cooperation in helping maintain a safe and respectful environment for the program community and patient attendees.

Insofar as this Agreement - Deed relates to JFF, it will be governed by the law of Indonesia, and insofar as it relates to JFF Australia, it shall be governed by the law of Western Australia.

**JFF Program Visitor to sign below:**

Please **tick** the box to confirm that the Visitor has comprehensive travel insurance for the Visitor and any person under the Visitor's control or supervision.

**Signed as a Deed by the Visitor in the presence of:**  
*NB – the visitor must sign in the presence of the witness.*

**Visitor – sign here:**.....

**Witness sign here:**.....

Name of witness:

Address of witness

Dated this **day** of the **month** of the **year** 20

Names of any person under the Visitor's control or supervision for which the Visitor is also taking full responsibility.

Full Name/s

- 1.
- 2.
- 3.
- 4.

*Policy reviewed: April 2026  
Approved by JFFA - 6 May 2026  
Approved by JFFI - 26 May 2026  
Review due: August 2028 Reviewed*