

passports

Code of Conduct

Given the large amount of time, money and effort the group has invested in their tour, we at **passports** want every participant to have the best possible experience. Compliance with the Code of Conduct by all travelers helps ensure that this once-in-a-lifetime opportunity is enjoyed by everybody, whether student or adult.

Approximately 30 days before departure, you will be sent copies of the **passports** Code of Conduct for distribution to your group and to students' parents at your final pre-departure meeting. It is the responsibility of the group leader to make sure every traveler fully understands **passports Code of Conduct** for behavior; to enforce the rules and to discipline any traveler who disregards them.

Your role as International Ambassador

The passports Code of Conduct

■ **I will do my best to make sure that the people with whom I am in contact during my stay overseas are left with a positive impression of Americans** by being courteous and considerate at all times.

■ **If I am under 21 years of age, I will not leave the group individually for any reason whatsoever during the tour.** During free-time activities I will remain in groups of four or more participants at all times and we will not leave the main group without informing our group leader of our intended destination and hour and place of return. I will obtain prior approval from my group leader and a letter of permission from my parent(s) or guardian(s) if I wish to visit relatives or friends separately from my group during the tour. Otherwise, I will participate in all scheduled activities unless illness prevents me from doing so. I agree to notify my group leaders and passports courier of my whereabouts at all times, and I agree to comply with their instructions throughout the tour.

■ **I intend to make the most of this valuable educational experience by making sure I don't miss anything.** This means being aware of each day's schedule by consulting with my group leader and taking note of any information posted in the hotel lobby. I will do my best to maintain a positive, responsible and cooperative attitude during the trip in order to enhance my experience and also that of other people in my group.

■ **I understand that food is an important part of any culture, and I look forward to encountering various types of local cuisine during my stay.** Given that I can eat as much "American" food as I want once I am back home, I will try to keep an open mind and palette towards new culinary experiences and do my best to sample the widest variety of foods. I agree to attend all mandatory meals and functions.

■ **I understand that I need to respect local culture and customs**, that I need to dress appropriately especially when visiting cathedrals or other places of worship, and that I must be courteous, respectful and pleasant at all times, even if the group encounters inconveniences, crowds, or things that don't appeal to me personally.

■ **During the tour, I will listen attentively to the guide** because I want to learn as much as possible about the places I am visiting. On the coach, when being addressed by the courier, local guide or group leaders, I will stop any conversation immediately, so that my traveling companions may hear what is being said. I understand that I must ask permission before using headphones, audio equipment, or any other electronic devices, and that these are in any case only permitted during long drives (two hours or more).

■ **I will do my very best to be on time** for any tour activities because I want to neither waste other people's time nor my own.

■ **I agree to attend all mandatory activities.**

■ **I will abide by the curfew** set by my group leaders. I understand that leaving the hotel at night without permission is strictly prohibited. I also understand that for my own safety I must not leave my hotel room after bed check nor may I change rooms without prior permission from my group leader.

■ **I understand the importance of correct behavior while at hotels.** This means not

forgetting that other guests staying at the hotel have paid for their rooms and, therefore, have the right to peace and quiet, especially after 10 pm. I will not run down corridors, talk in a loud



voice or shout out of windows at any time. While in my own room, I will be considerate of guests in neighboring rooms who may be trying to sleep.

■ **I realize that there are certain things that I must pay for myself** while on tour that are not included in the program fee, such as subway or bus tickets, beverages at lunch, dinner and throughout the day, telephone calls made from my hotel room, other items billed to my room, and tips. My group leader has made me aware of these requirements prior to departure, and I have planned a budget for them.

■ **I will buy my own souvenirs** and not take hotel property. I understand that passports keeps track of room numbers and assigned occupants throughout the tour, and that I will be required to pay for any damaged or stolen property. I also understand that I may not be allowed to leave the hotel until I have paid for damages caused by me while on tour. The same policy applies to damage of a motorcoach or touring bus.

■ **I will take care to look after my belongings at all times.** This means making sure my suitcase is loaded onto the coach before boarding, and checking that nothing has been left behind in the bus or in my hotel room before checking out. I understand that any article left behind will be considered as lost and that passports couriers cannot be expected to retrieve such articles for me nor to pay for or arrange for their recovery. I will pay special attention to my passport, airline tickets, money and other monetary tools because the loss of such things will not only inconvenience me but also those around me.

■ **I understand that alcohol is prohibited for student travelers during passports tours.** Some group leaders allow an exception to this rule under the following specific circumstance:

- I may sample one small glass of wine or beer at a mealtime or in a place where a taste of wine or beer is customary in local culture. Samplings or tastings may only take place when a group leader is present.
- If I am under 21, my parent/guardian must give written permission for me to sample wine or beer.



Alcohol consumption is never to occur in hotel rooms or during free time. I may not drink liquor or spirits under any circumstances. If my group leader chooses a no-alcohol policy, I agree to abide by that policy.

■ **I know that the use or possession of illegal drugs is prohibited** (as defined by U.S. government legislation, not by local laws). Likewise, weapons, or any article that may be considered as weapon-like, is of course prohibited at any time during the tour.

■ **I understand personal misconduct will not be tolerated** on tour including violent, hostile or offensive actions, physical, verbal or sexual harassment, or any actions which have the effect of threatening, intimidating or injuring another person.

■ **I realize that failure to behave correctly during the tour or violating any of the rules as outlined in this Code of Conduct may result in disciplinary action**, including the possibility that I might be sent home at my own expense or that of my parent(s) or guardian(s), and that this disciplinary action may incur the purchase of a new airline ticket in order to repatriate me back to the United States.

Your cooperation is greatly appreciated! Everyone at **passports** hopes that you and your group enjoy your travel experience. Have fun!

Group Leaders Conduct

All group leaders and co-leaders are expected to adhere to **passports Code of Conduct** and to be responsible for group leader duties. In case of a minor infraction, the **passports** courier may assert his or her authority to deal with the situation. In case of more serious noncompliance, or when the safety and well-being of group members is at risk, the local **passports** office will be contacted which may result in temporary suspension, or in the group leader being removed from the group and returned home at his or her own expense. However, in our 40 years of sponsoring educational tours abroad, **passports** has rarely found cause for discipline.