



INTERN HANDBOOK
ST EUSTATIUS NATIONAL PARKS FOUNDATION

7TH EDITION, AUGUST 2013

PLEASE READ THIS HANDBOOK - THIS DOCUMENT IS YOURS TO KEEP
SIGN/RETURN ACKNOWLEDGEMENT AND RELEASE FORM DURING
ORIENTATION

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ABOUT ST EUSTATIUS NATIONAL PARKS

The St. Eustatius National Parks Foundation (STENAPA) was established in 1988 with the primary objective of protecting terrestrial and marine areas of ecological, scientific, and cultural significance. The foundation started off extremely small with few minor projects but in 1996, STENAPA was legally mandated by the island government to protect the Marine Park. In 1998, STENAPA was also delegated with nature management authority of the Quill and Boven National Park. Shortly afterward, the Miriam C Schmidt Botanical Garden was created. STENAPA currently manages three sectors: the Marine Park, National Park, and Miriam C Schmidt Botanical Garden.

STENAPA has worked on a number of projects over the years and continues to encourage the community to become involved in nature conservation on the island. Some varied examples of STENAPA's work include:

- ❖ Establishment of the Miriam C Schmidt Botanical Garden on government and privately owned land in 1998.
- ❖ Agreement of Island Government to declare Zeelandia Beach a protected sea turtle nesting beach (2001) and to prohibit sand mining and driving (2003) on the beach.
- ❖ Observation of first leatherback turtles on Zeelandia Beach in 2003 and the first returning turtle (Green turtle that was tagged in 2002 and returned in 2005).
- ❖ Campaign to reduce use of plastics on Statia in 2005.
- ❖ Production of informational guides for the public; 'Reptiles and Amphibians of the Netherlands Antilles' in 2005 and a Marine Park Guide, National Park Guide and Botanical Garden Guide in 2009.
- ❖ Opening of new headquarters and National Park Visitor Centre in 2007.
- ❖ Celebration of 10 year anniversary of Marine Park in 2007, 10 year anniversary of National Park in 2008 and 10 year anniversary of the Botanical Garden in 2009.
- ❖ Implementation of the school education program in 2009.
- ❖ Visit of Her Majesty Queen Beatrix of the Netherlands, Crown Prince Alexander and Princess Maxima in 2011.
- ❖ The St Eustatius National Marine Park and Quill/Boven National Park were designated as National Parks of the Caribbean Netherlands in September 2012.

STENAPA ORGANISATION

Board of Directors

STENAPA is governed by a board of seven directors with local and stakeholder representation. Any resident of Statia can apply to the Board for membership and current Board members are listed below. Elections take place every two years for members to vote for a President, Vice President, Secretary and Treasurer. The board meets with the manager on a monthly basis to guide strategy.

| Name | Officer Position | Place of work |
|-------------------|----------------------------|----------------------------------|
| Mr Irving Brown | President | Statia Terminal |
| Mr Ira Walker | Botanical Garden Committee | Retired from US Botanical Garden |
| Mr Gene Herbert | Secretary | |
| Ms Hilda Doek | Treasurer | Statia Terminal School |
| Mr Daniel Eaton | Board member | Contracts in New York Theatre |
| Ms Kay Boyd | Board member | |
| Mr Mike Harterink | Board member (dive rep) | Scubaqua dive centre |

Staff and their roles

Six staff members have very different roles to ensure that STENAPA achieves its wide range of tasks.

| Position | Name | General area of work |
|--|----------------------|--|
| Director | Steve Piontek | Oversees all programs, financial and project reports, manages projects, staff and volunteers, research coordination, fundraising |
| National Park Ranger – Marine Park emphasis | Nadio Spanner | Mooring maintenance, boat maintenance, assists research, assists snorkel club |
| National Park Ranger – Trail emphasis | Hannah Madden | Trail maintenance, research groups and surveys, guided hikes in the Quill and Boven. |
| National Park Ranger – Botanical Garden and Volunteer co-ordination emphasis | Claire Blair | Garden maintenance, development, nursery and propagation, plant sales, organises garden events, volunteer co-ordination |
| Office Manager | Violet (Tutti) Busby | Provides information to visitors, cash box management, accounting entry and reporting, office supplies, office management |
| Marine Park Manager | Jessica Berkel | Responsible for Marine Park coordination and supervision of all activities. Also schedules and trains volunteers on turtle program, arranges turtle program research |

Interns

There are up to 4 interns who assist with day to day activities at STENAPA. Each intern has a different focus: National Park / Trails, Botanical Garden, Marine Park or Turtle Program (during the turtle season from mar-nov). The interns stay for a period of 6 months with a 3 month probation period. Shorter or longer stays may be negotiated before acceptance. They have relevant experience or education in their area, stay in the intern house, have access to a STENAPA vehicle during work hours and receive a small stipend each month if they assist with coordination of the volunteers.

Volunteers

Groups of up to eight volunteers come for 2 month periods to assist on conservation projects. They generally apply via an organisation called 'Working abroad' and pay a fee of which STENAPA receives a percentage for the projects. They work from 7am-12pm Monday through Friday except for turtle patrols which are scheduled separately. They report to the Volunteer Coordinator.

INTERN DUTIES

All interns have responsibilities for their own area of focus and also have general duties that apply to co-ordination of volunteers and STENAPA activities.

General duties

- ❖ Working Monday through Friday from 7am until 4pm with an hour for lunch to complete the weekly schedule of activities with staff and volunteer crews.
- ❖ Attendance at weekly meetings with the Director.
- ❖ Completion of a personal project in line with their area of work. This can be discussed with their supervisor.
- ❖ Coordination of volunteers upon their arrival and departure, during orientations and on a daily basis to help them prepare for work.
- ❖ Management of communal living.
- ❖ Assist with Turtle Program as needed.
- ❖ Care and cleanliness of house.
- ❖ Interns are required to live at the intern house so they are able to carry out all their duties regarding the volunteer program.
- ❖ Reporting any problems with vehicles and equipment to management and ensuring that equipment is maintained and stored properly.

Environmental Education programs

STENAPA has clubs and activities for 8-14 year olds that are run on a regular basis.

- Snorkel Club (one afternoon per week from 2pm – 4pm). Snorkel Club follows the school calendar and runs from September to June each year and parents pay a small fee to cover some costs.
- Junior Rangers (2 afternoons per week from 2pm-4pm). Junior Rangers follows the school calendar and runs from September to June each year and parents pay a small fee to cover some costs.
- During the summer holidays in July and August we offer a summer club for up to 30 children. This is free and includes 4 days of activities, 2 morning sessions from 8am to 12noon, a hike and a morning of activities at the botanical garden. We also have 2 afternoon sessions from 2pm to 4pm, a snorkel session and a turtle activity group. The children learn to snorkel or practice their skills and learn about our turtle program and take part in some beach activities. All interns are required to assist with Summer Club as it has larger numbers of children.

STENAPA also teaches monthly in-school nature lessons. Staff members teach these classes, but when more help is required for an activity or during a field trip interns may be needed.

Specific focus areas

Miriam Schmidt Botanical Garden

The Botanical Garden is in its second developmental phase and hosts a diverse population of flora found on St. Eustatius and in the wider Caribbean. The aims of the Garden are preservation, conservation and education. The Garden has a house, basic facilities and a public pavilion for picnicking and barbeques. Phase 1 of the Garden is completed with development of a shade house, shade house extension, wind barriers, an educational Sensory Garden, Palm Garden and Lookout Garden. Phase 2 is underway and currently includes the Children's Garden, Fruit Garden and Medicinal Garden. The Botanical Garden is open to the general public from sunrise

to sunset 365 days per year and we offer guided tours with a small suggested donation. A staff member or the Botanical Garden intern will carry out these tours.

The Botanical Garden Ranger is the direct supervisor of the Botanical Garden Intern. There are generally one or two projects for each intern to complete during their stay. It's mandatory to wear boots or shoes for protection. We recommend long trousers and insist that Personal Protection Equipment is worn if using weed whackers or other machinery. Use gloves to avoid getting stung/ bitten by centipedes, hornets etc.

Marine Park

Statia National Marine Park surrounds the island of St. Eustatius from the high water mark to a depth of 30m. Within the Marine Park are two reserves where anchoring and trap fishing are not permitted. The Marine Park maintains 30 dive, 3 snorkel, and 12 yacht moorings, conducts research and monitoring (conch, lobster, turtle, fishery, fish catch, long term monitoring), and control the invasive Lion Fish by removing individuals when they are reported by the dive shops or found on routine dives.

The Marine Park Manager is the direct supervisor of the Marine Park intern, who will assist with all aspects of the work in the park and typically take part in dives, Lion Fish control, mooring maintenance, species monitoring, beach mapping and data collection and reporting.

On occasion there are opportunities for other interns to assist the Marine Park (mooring maintenance, research dives) in spare time or afternoons (once they have an Open Water dive certification and minimum of 10 dives experience).

Turtle Conservation

The purpose of this program is to increase the nesting populations of sea turtles on Statia, to increase hatchling survival rates, to fully protect turtle nesting habitats, to educate local residents and tourists about sea turtle conservation and to encourage research to improve knowledge and conservation of turtles on Statia.

The Turtle Program Coordinator is the direct supervisor of the Turtle Program intern, who will assist with morning or night patrols, nest excavations, beach clean-ups, in-water surveys, data collection and entry, education, training of volunteers, beach mapping, scheduling and other activities as needed. There will be weekend work.

Night patrols start at 9pm and finish towards 3am. People on patrol should wear dark clothes, bring water and a snack or two. It is not recommended to go barefoot. The STENAPA truck is used for patrols and so will not be available between 8:30pm and 3:30am on those nights. It is very important to be punctual for the program as turtles often nest at 9pm. If you are on night patrol on Sunday through Thursday nights, you have the following morning free.

Quill / Boven National Park

The 550-ha National Park comprises the Quill Sector (600-m dormant volcano with intact rim) and the Boven Sector (remains of a strato volcano with hills of 200–300 m). The Quill / Boven National Park has a network of maintained and sign posted trails and guided hikes can be arranged with STENAPA. The research program is ongoing with species monitoring and special projects

The National Park Ranger is the direct supervisor of the National Park / Trails intern, who assists with projects such as maintenance of the trail system, creation and improvement of trails, sign posting, clean-ups and also species monitoring. Sturdy

hiking boots and use of gloves for protection of the hands are essential. Remember to take anti-histamines (if needed), water and a snack.

WORK WEEK SCHEDULE.

Monday through Thursday interns follow the schedule created by their direct supervisor. Friday is Family Friday. This is a team work day when all interns and volunteers work together (if other responsibilities permit) on a particular project such as a trail, fence or road clearance or a beach clean up. The activity for this day is decided at the Staff meeting the week before. Friday Meeting - A weekly intern meeting is held with the Director every week at 1:15pm on Fridays. This is an opportunity to report problems, share information, prepare for the following week's activities including truck usage and discuss other park work.

Interns receive 10 days vacation per 6 months as well as any national holidays that fall within their time on island.

OUR PHILOSOPHY TOWARDS OUR INTERNS AND VOLUNTEERS

STENAPA greatly values the contribution made by interns and volunteers and seeks to recognise that by ensuring that:

- ❖ The relationship between interns and STENAPA is a reciprocal one
- ❖ Interns exercise free choice in committing to STENAPA
- ❖ Interns are of equal status and deserve the same treatment and respect as paid employees, and that STENAPA can expect the same standards of its interns as it expects from its paid employees;
- ❖ Interns are not used to replace paid staff positions and only carry out work that they have agreed to;
- ❖ The contribution of interns in STENAPA programs is documented in newspaper articles, newsletters and periodic reports
- ❖ The opportunity exists for the development of skills and experience; and
- ❖ There are clear guidelines, training and recognition for all interns.

As an intern with St Eustatius National Parks, you have the right to:

- ❖ Be given worthwhile intern jobs;
- ❖ Be kept informed and up to date;
- ❖ Be trusted to do your job the best way you know how;
- ❖ Be trained and supervised in a supportive and positive environment;
- ❖ Give feedback in the appropriate way using the proper methods; and
- ❖ Be given recognition and respect for the work you do.

As a result, interns have the following responsibilities:

- ❖ To familiarise yourself with all materials in this handbook and other conservation and educational materials where appropriate;
- ❖ To respect confidences of the organisation and its Board, staff, interns and volunteers;
- ❖ To respect professional attitudes and methods;
- ❖ To abide by the operating principles of the organisation;
- ❖ To state your limitations and concerns;
- ❖ Be respectful towards volunteers, fellow interns, staff and board members and
- ❖ To bring issues forth to their direct supervisor so that they can be addressed.

STENAPA has the right to:

- ❖ Decline or dismiss unproductive or dissatisfactory interns. Please note that every reasonable effort will be made to address issues and solve problems with all due respect to the intern. A focused effort is put into preventing these things from occurring;
- ❖ Know the limitations and expectations of interns; and
- ❖ Expect communication from interns about progress of assignments.

STENAPA has the following responsibilities:

- ❖ To utilise interns to accomplish goals within a timeline and budget;
- ❖ To define jobs, expectations and to provide personalised service when needed;
- ❖ To create a positive, challenging and rewarding work environment;
- ❖ To prepare staff to work with volunteers;
- ❖ To provide a full circle evaluation, including getting feedback from the intern and the staff person regarding the progress of the assignment and the satisfaction and performance of the intern; and
- ❖ To keep the private information of each intern confidential and use it only as appropriate and relevant to STENAPA and the volunteer programme.

STENAPA recognises your right, as an intern, to discontinue the project at any time and for any reason. Whenever it is deemed to be in the best interest of the Foundation, we also reserve the right to discontinue the intern relationship. With the exception of housing and a stipend of \$100 while supervising volunteers per full month of work, interns shall not nor shall be expected to receive any form of payment, including cash (wages), food or other kinds of payment for intern talents and services. There is no reimbursement for costs if an intern decides to leave before their allotted time or is asked to leave for any reason.

AIMS OF THE VOLUNTEER PROGRAM

In collaboration with Working Abroad, the purpose of the Statia Conservation Project is to:

- ❖ Recruit and maintain a committed group of volunteers who assist with work in the Botanical Garden, National Park and Marine Park;
- ❖ Attempt to provide volunteers with the level of responsibilities and involvement that meet their expectations; and
- ❖ Help St Eustatius National Parks Foundation to achieve its goals.

Volunteers may also:

- ❖ Acquire new skills and knowledge,
- ❖ Gain hands-on experience in field work for potential careers in nature conservation.

CUSTOMS OF ST EUSTATIUS

Interns need to recognise that Statia is a very unique community with traditional customs. It is not acceptable for interns or volunteers to enter any premises (shops, bank, restaurants, etc) without a shirt or footwear. Shorts and bare shoulders are not accepted in government buildings, including the police station, government guest house, prosecutor's office and schools. It is not acceptable for anyone to be in a STENAPA truck without a shirt on.

When entering a building or approaching a group of people, it is customary to greet people with a 'Good Morning' or 'Good Afternoon'. When driving, it is important to wave at everyone you pass (whether they are in a vehicle, walking along the road or

standing on their porch). People that you see might not return your greeting at first, but will do so in time.

Females should be aware that volunteers are often a target of much attention from local men although it is usually only verbal. They will whistle, hiss and attempt to engage in conversation even outside of normal 'chatting up' environments such as bars and clubs. Do not be surprised if you are approached whilst shopping, working, driving or on the beach etc. A polite but firm response is all that is needed.

LIVING AT THE INTERN HOUSE

Interns live at the intern house during their stay. Interns are provided with a bed in a shared bedroom and bedding is available. They have full access to kitchen, WC and shower facility. There is an area of the garden where interns and volunteers can grow herbs or vegetables. We expect interns to:

- ❖ Keep the house area clean;
- ❖ Close and lock the house when leaving;
- ❖ Keep all belongings within their area in the house;
- ❖ Monitor the electrical system and also the water and alert staff as soon as a problem occurs;
- ❖ Change gas bottles for the cooker when they run out of gas. Be responsible for taking gas bottles to the shop and obtaining replacement gas bottles to ensure there is always a full spare;
- ❖ Ensure that the weekly rubbish clean-outs are carried out to the landfill;
- ❖ Know the location and contents of the First Aid kit; and
- ❖ Not to have visitors to sleep over without prior permission from the Director. If interns wish to have a visitor to stay, the visitor will need to camp and there is a charge of \$50/week to cover costs.

Pets -There are two pets at the intern house. Foxy was rescued from the land fill in early 2003. He was found as a starving and mistreated puppy and is at the house to help discourage roaming animals from getting into the garden.

Vincent (Vinnie) is a feisty cat who is there to help control the rat population. He can be temperamental and does not like to be picked up. He is very social and likes to be around people but most of the time likes to be left alone. We encourage him to play with toys, string etc as this gives him an outlet for his bad temper and stops him being aggressive towards people. His food is paid for by STENAPA. Specific pet care instructions for both Foxy and Vinnie are on a notice in the kitchen.

Cooking schedule: this is arranged by the interns and each person should be cooking approximately once per week. There is also a rota for washing dishes after communal dinners, which includes wiping down the sides and putting away dishes. With regard to the BBQ: the pit is located next to the porch and so any debris, rubbish or coals need to be cleaned up as soon as possible.

Cleaning schedule: this is also arranged by the interns. Cleaning takes place during your own time. Each person has an area to clean each week (e.g. shower, WC, kitchen, etc), and cleaning days are specified on the schedule. It is important to follow the guidelines as unclean areas have different implications in the tropics. For example, if the compost bin is not rinsed out after emptying, maggots will develop within a day or so. Also, the WC relies on a septic tank which breaks down contents through bacterial action. It is therefore very important not to throw toilet paper or any

other items down the toilet, and not to use bleach when cleaning the toilet use a mild (heavily diluted) cleaning solution.

Activity schedule: the project activity schedule is arranged by the staff and schedules are distributed to interns and volunteers at weekly meetings to provide an opportunity for discussion and change. No changes are to be made to schedules without an ok from your direct supervisor.

ORIENTATION WEEK

The first week of your stay focuses on orientation and training. You will receive a schedule upon arrival that will include introduction sessions with staff, orientation about STENAPA and the volunteer program, a meeting with the director and immediate supervisor to review your action plan, information about living arrangements, an island tour, training for your specific areas as well as turtle training and a hike up the Quill. Additional activities will also be arranged depending on the type of internship, season and changes in programs.

Island tour

The island tour usually takes place with a member of staff or another intern. By the end of the tour, you should have seen:

- ❖ Hospital
- ❖ Laundry
- ❖ Police station
- ❖ Library
- ❖ Post office
- ❖ Island banks and ATM's
- ❖ Car Mechanics
- ❖ Supermarkets in town
- ❖ Bakeries
- ❖ Hardware shops
- ❖ Petrol stations
- ❖ Bottled gas vendors (for fridge and cooker)
- ❖ Gift shops
- ❖ Various restaurants and bars around town

STENAPA POLICIES

Record management

The Manager maintains records on each intern. Records include dates of service, duties performed, evaluation of performance and training attended. Intern records, including application, reference checks, police report and background checks, are confidential. Interns are responsible for submitting and updating information contained in their files to the Manager.

Dress code

Everyone on Statia will know immediately that you work with STENAPA and we therefore ask you to dress appropriately. Interns are representatives of STENAPA and are responsible for presenting a positive image to the community. Interns that serve in a capacity of a presenter or a speaker should wear a STENAPA shirt and trousers. If interns are around the office they should dress according to the accepted code (no bathing suits are accepted in the office - shirts and shoes must be worn).

If an intern is observed inside or in the back of a STENAPA truck without a shirt and footwear, they will be asked to return to the house to dress appropriately, even if it means walking if the truck has to continue on its journey. This applies to all journeys, including to go diving, to carry out trail work in the Quill, to carry out turtle patrols or for beach clean-ups.

Attendance and Time

Intern attendance is important to the operation of each program. If an activity starts at 7am you should be in place and ready to start work at that time - not in-transit. Interns need to be firm with volunteers to ensure they are also ready on time. Interns should notify their colleagues (staff or volunteers) in advance if they are unable to work or will be late due to illness or some other unavoidable issue.

Conduct

Interns are expected to follow rules of conduct that will protect the interest and safety of all interns, staff and STENAPA. The following are only some examples of inappropriate conduct which could lead to dismissal:

- ❖ Theft or inappropriate removal or possession of STENAPA's property or that of any STENAPA volunteer, staff, agent or visitor, including failing to cooperate fully in any STENAPA investigation;
- ❖ Altering STENAPA reports or records;
- ❖ Working under the influence of alcohol or illegal drugs and/or illegal or unauthorised possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment; (note, even though Statia is a Dutch island Cannabis is still an illegal drug)
- ❖ Creating a disturbance on STENAPA premises, at sponsored activities or in areas which could jeopardise the safety of others;
- ❖ Improper use of STENAPA's property or property owned by any other individual or organisation;
- ❖ Persistent lack of cooperation, or other disrespectful conduct;
- ❖ Violation of STENAPA, state, or local safety and health rules (e.g. fires near wooden buildings, unsupervised fires, persistent leaving of food scraps/dirty dishes that attracts vermin etc);
- ❖ Inappropriate use of telephones, computer equipment or systems, e-mail system, facsimile machines, or other STENAPA-owned equipment;
- ❖ Unauthorised disclosure of STENAPA proprietary or confidential information;
- ❖ Unsatisfactory performance or conduct;
- ❖ Drunken and disorderly conduct; and
- ❖ Driving under the influence of alcohol
- ❖ Violent or aggressive behaviour towards Board members, staff, other interns, volunteers or members of the public,
- ❖ Any form of racial or sexual discrimination or harassment.

Wherever possible warnings will be issued in the first instance but if interns or volunteers are asked to leave the program for any rule violations no offer of refunds for costs will be given.

Smoking/Drugs/Alcohol

STENAPA intends to provide a safe and healthy environment. Smoking in the office, in the house and in any STENAPA vehicles (including the back) is not permitted. Occasionally, STENAPA arranges events where alcohol is served. In such situations, volunteers and interns who consume alcohol are expected to do so in moderation and act in a responsible manner remembering that they are representing the organisation at all times.

The legal use of prescribed drugs is permitted during intern service only if it does not impair an intern's ability to perform the essential functions in a safe manner and does not endanger other individuals in the workplace. Interns must inform the Director beforehand of any necessary prescription drugs being taken.

Reimbursement of expenses

Interns are eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including fuel expenses, incurred while engaging in STENAPA business. Upon the approval of a member of staff, volunteers need to submit receipts to the Office Manager for all actual project expenses for which they seek reimbursement.

Safety and security

Interns are responsible for using the following common-sense suggestions to help ensure a safe environment:

- ❖ Be aware of any unknown person who comes into your area and is not accompanied by a staff member;
- ❖ Never leave your purse, wallet, or other valuable items unattended.
- ❖ Do not leave personal belongings or equipment inside or in the back of trucks as they are not secure.
- ❖ Avoid carrying large sums of money on your person.
- ❖ STENAPA is not responsible for lost or stolen personal property and cannot offer any reimbursement for lost or stolen items.
- ❖ If you decide to separate from the group for leisure activities, please ensure that the group is aware of your whereabouts to avoid unnecessary concern.

Emergencies

Staff will instruct interns about appropriate actions in case of hurricanes or severe storms. Staff will instruct interns about appropriate preparations and supplies required such as first aid kits, food, water and medicines.

Medical emergencies, sick or injured persons should be taken to the medical center in town as soon as possible. A list of emergency telephone numbers is located in the house on the fridge for any out of hours emergencies. Staff members who have STENAPA vehicles should be the first to be called in these instances so that they are able to transport people to the hospital.

Interns are required to submit details of their insurance policy and emergency contact details to the Director in case of an emergency situation. Interns must sign a release absolving STENAPA of liability while performing services on behalf of STENAPA.

Use of STENAPA property

Equipment and Vehicles —Any equipment, machines, tools, or vehicles which appear to be damaged, defective, or in need of repair should be reported promptly to prevent deterioration of equipment and possible injury to others. Staff can answer any questions about the intern's responsibility for maintenance and care of equipment or vehicles used during the project.

STENAPA equipment is not to be loaned or used outside of STENAPA activities unless prior permission is sought from management.

Designated drivers are the only ones who can drive STENAPA vehicles and have to have a full driving license for a manual transmission vehicle (stick shift) with them (to

carry with them whilst driving), with more than two years driving experience. Each intern will have a driving orientation with a staff member to familiarise themselves with the vehicle and Statian roads before they will be allowed to drive on their own.

Rules for vehicle use are:

- ❖ Only designated drivers who have completed a driving orientation with a staff member can drive STENAPA vehicles.
- ❖ Maximum speed allowed is 40 km/h, unless otherwise signposted, and 25 km/h on the Botanical Garden road between the garden and big stone;
- ❖ Drivers have to slow down to 10 km/h or less when encountering bumps and holes on the road, and at blind crossings;
- ❖ If a driver is seen handling the truck in an irresponsible way, keys will be immediately removed from the truck (by any staff member) and the truck will be parked until the matter is discussed;
- ❖ Everyone is responsible for the truck (drivers and passengers); if a driver is driving in a reckless way or breaking the speed limits, staff should be notified;
- ❖ The truck log book (in the glove compartment) should be filled in each time the vehicle is fuelled, serviced, fitted with new parts, or involved in an accident;
- ❖ Truck is parked to avoid dust/rain entering if at all possible;
- ❖ Do not sit inside the truck if you are in wet clothes and, if you have to drive, then move the floor mat onto the seat to protect the seat;
- ❖ Transport work tools and any fuel outside of the truck and return to the tool shed after work; and
- ❖ If you come across animals on the road, stop the truck to wait for them to leave the road before continuing.
- ❖ The truck is for the use of STENAPA personnel only and should not be used as a taxi service unless instructed by staff (e.g. for an educational trip to the Garden) or by any other party for non-STENAPA activities.
- ❖ The truck is a reflection of STENAPA: Volunteers are requested not to leave personal effects in the truck, to remove their rubbish when they get out.
- ❖ All trucks are diesel. If the truck is involved in an accident, which is found to have been caused by the driver not complying with these guidelines, the driver will be required to pay any insurance excess;
- ❖ The law requires drivers to have a driving license in their possession at all times, fines for violation of this will be the responsibility of the driver. If a licence is revoked or expires during the time on the program management must be informed straight away.
- ❖ In the event that an accident occurs or the truck is stopped by police, copies of the insurance certificate and tax certificate are kept in a plastic folder in the glove compartment.
- ❖ Any accidents should be reported immediately to the Director. If a collision with another vehicle occurs you must leave the truck in place until police arrive on the scene of the accident and contact STENAPA immediately.

Telephones—Office telephones are for business purposes. In exceptional circumstances, interns may use the phone, with permission from a member of staff. When permitted, personal phone calls should be kept to a minimum and should not interfere with normal work. In addition, long distance charges resulting from an intern's personal use of a STENAPA telephone must be reimbursed to STENAPA.

Computer usage—Interns may use STENAPA computers for work purposes in line with agreed schedules. Interns may use STENAPA computers or wi-fi access for personal use from 4-5pm each week day or during their lunch hour. Personal business should not be conducted during work time.

Sexual harassment and bullying in the workplace

STENAPA is committed to providing interns with an environment where they feel comfortable and that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. STENAPA encourages interns to bring any incidents of harassment or bullying to the immediate attention of the Director.

Conflict of interest

STENAPA is judged, in large part, by the individual and collective performance of its interns and volunteers. STENAPA recognises the importance of an intern's duty to STENAPA to act in a manner that merits trust and confidence. The actions of an intern are seen as a reflection of STENAPA and interns must therefore act in all matters in a manner that will safeguard the reputation and integrity of STENAPA with the general public. Likewise, interns must refrain from engaging in any transaction in which personal interests would conflict with STENAPA. Examples include:

Improper influence: Any intern should not attempt to influence STENAPA's position on any issue or transaction nor participate in any discussions pertaining to a related organisation.

Inside information: Inside information should not be used either for the purposes of gaining advantage for one's self, a close relative, or another organisation.

Competing with STENAPA: No intern shall prevent or hinder STENAPA from lawfully competing with others nor divert business or personnel from STENAPA.

The making of statements: No intern shall use STENAPA stationery or any title of STENAPA or refer to STENAPA or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorised as a representative of STENAPA and to express an opinion on its behalf. If questioned about something you are unsure of, direct the party to the National Parks office.

INTERN ACKNOWLEDGEMENT

The St Eustatius National Parks Foundation (STENAPA) Intern Handbook describes important information about STENAPA. I understand that I should consult with the Director if I have questions regarding anything covered in the Intern Handbook or any other STENAPA intern policies or incentives. I have entered into an internship with STENAPA and acknowledge that I shall not nor shall I expect to receive any form of payment for my talents and services I contribute to STENAPA (except stipend for coordinating volunteers of \$100/month). I can terminate my internship at any time and for any reason, at which time I will leave St Eustatius in accordance with provisions of my residence permit¹. STENAPA also reserves the right to end my internship whenever STENAPA deems it to be in the best interest of STENAPA.

Since the information and policies described in the STENAPA Intern Handbook are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. STENAPA reserves the right to make changes in content or application as it deems appropriate, and these changes may be implemented even if they have not been communicated and may supersede, modify, or eliminate existing policies. Although I have received a printed copy of the current STENAPA Intern Handbook, I understand that the Manager maintains a current electronic version of this information on the STENAPA website (www.statiapark.org).

I understand that there is a commitment to intern service five days per week from 7am – 4pm generally and/or night patrols for the turtle program during my internship on St Eustatius. While this commitment may increase according to the type of work each intern participates in, this commitment is the minimum expected from an intern. In addition, I understand that any materials provided to me for the purpose of my internship are to be returned to STENAPA upon completion of service or due to termination of participation as a STENAPA intern.

The contents of this Handbook and the policies and procedures described in it are presented as a matter of information and general guidance only. The Handbook is intended to provide guidelines for supervisors and interns. While STENAPA endorses the policies and procedures described herein, they are not a condition of an internship. I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I further acknowledge that I will not, during or subsequent to my internship with STENAPA, divulge to anyone (other than in the regular course of business of STENAPA) any knowledge or information regarding any past, current, or possible future plans or programs of research for STENAPA. I understand that all materials and products which may be created by me in the course of my internship for STENAPA are the property of STENAPA.

Intern Signature _____ Date _____
(Please sign and return this copy to the Director, STENAPA)

¹ This applies to non permanent residents only.

WAIVER AND ASSUMPTION OF RISK

The undersigned, _____ (STENAPA Intern), voluntarily makes and grants this Waiver and Assumption of Risk in favour of STENAPA for the opportunity to use the facilities, equipment, materials and/or other assets of STENAPA; and/or to receive assistance, training, guidance, and/or instruction from the personnel of STENAPA. I do hereby waive and release any and all claims whether in contract or of personal injury, bodily injury, property damage, damages, losses and/or death that may arise from my aforementioned use or receipt, as I understand and recognise that there are certain risks, dangers and perils connected with such use and/or receipt, which I hereby acknowledge have been fully explained to me and which I fully understand, and which I nevertheless accept, assume and undertake after inquiry and investigation of extent, duration and completeness wholly satisfactory and acceptable to me.

I understand and recognise that it is illegal to possess and/or transport illegal substances and submit through this waiver that I do not have illegal substances in my possession for the duration of my internship.

I further agree to use my best judgment in undertaking these activities, use and/or receipt and to faithfully adhere to all safety instructions and recommendations, whether oral or written. I hereby certify that I am a competent adult assuming these risks of my own free will, being under no compulsion or duress. This Waiver and Assumption of Risk is effective from _____ to _____ inclusive, and may not be revoked, altered, amended, rescinded or voided without the express prior written consent of STENAPA.

 Print Name

 Date

 Intern's Signature

 Age

 Address

 Identifying document