

Samrakshak Samuha Nepal (SASANE)
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VOLUNTEER HANDBOOK 2025

Empowering Survivors, Engaging Communities, Promoting Ethical Learning



संरक्षक समूह नेपाल
Samrakshak Samuha Nepal

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Welcome Message

Dear Volunteer,

Welcome to SASANE and thank you for choosing to be a part of our mission. We believe in transforming survivors of human trafficking into confident leaders and community contributors. Your role as a volunteer is instrumental not only in supporting our programs but also in amplifying the voices of those often unheard.

This handbook provides all the essential information to help you prepare, engage meaningfully, and ensure a respectful and impactful experience with us.

Warmly,

Samrakshak Samuha Nepal Team

NEPAL

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ABOUT SAMRAKSHAK SAMUHA NEPAL (SASANE)

Samrakshak Samuha Nepal (SASANE) was born out of the struggle to protect and empower the female survivors of human trafficking. The only mission of SASANE is to eliminate human trafficking, restore female rights, and put a joint effort in promoting social, educational, economic development of Nepalese women and girls. We also work for inclusion of women rights in the legal system, eradicating discrimination against women, advancing women's capacity and leadership skills, and amplifying their voices for peace and security.

All women have the right to live their lives with dignity, with equal access to economic and social opportunities. We foresee the survivors to confidently participate, reach out their full potential and influence the society for change.

1. Empowering female survivors of human trafficking through Paralegal Training

The project combats the reason for women's failure to report exploitation, abuse and crime against them by acting as a safe and sensitive intermediary between the victim and the Nepal Police. This project gives female human trafficking survivors a way to become economically independent by sponsoring them to obtain their paralegal license and offering them placement in 25 police stations of Kathmandu and Pokhara, Nepal. Being a certified and professional paralegal brings prestige to the human trafficking and gender-based violence survivors and access to a lifetime of economic independence.

2. Women and Children Helpline Service

The helpline is open for 24 hours and intends to offer free legal information for the survivors and females seeking assistance for issues related to human trafficking, sexual abuse, sexual exploitation, domestic violence, and child marriage. The helpline service is completely handled by female human trafficking survivors themselves making it easy and comfortable for the victims to inform or report about the incident.

3. Female Survivors of Trafficking in Advocacy for Ensuring Citizenship Rights

The project aims to bring needful reforms in the implementation of already existing citizenship based provisions in the Constitution exclusive of any rigid gender disparities, vulnerability and unnecessarily required evidence to gain the document and seek justice and claim basic health based facilities by the weak. The project follows a unique work modality of bringing female survivors of commercial sexual exploitation including trafficking who do not have citizenship even after being born in Nepal to the fore-front and seek needful response and action from the Government based duty bearers from the central level and gain commitment with due time allocated so that the survivors with health issues can get immediate facilities.

4. SASANE Sisterhood Hospitality, Culinary, Food and Beverage Management Training

The SASANE Sisterhood Cooking Class and Hospitality Program is a wonderful way to further empower women, provide skills-based training, and offer tourists a unique cultural experience. These skills help ensure that the SASANE Sisterhood Cooking Class and Hospitality Program not only provides a great experience for tourists but also empowers the women involved with lifelong skills.

Volunteer Values & Expectations

As a volunteer with SASANE, you represent not only yourself but also the values and reputation of an organization committed to dignity, empowerment, and survivor leadership. The following expectations are to be observed throughout the duration of your engagement:

1. Uphold Respect and Integrity in All Interactions

- Treat every individual - survivors, community members, fellow volunteers, and staff with **equal respect**, regardless of background, gender, ethnicity, religion, or life experience.
- Be honest and transparent in your communication, and honor any commitments you make during your internship.
- Show punctuality, accountability, and professionalism in all scheduled meetings, field visits, or collaborative tasks.

2. Maintain Confidentiality and Safeguarding Standards

- Any personal or sensitive information shared by survivors or beneficiaries must be kept strictly confidential.
- Avoid discussing case stories or survivor experiences outside of approved program settings—even with fellow volunteers.
- Do not take photographs, record videos, or share stories on social media without **explicit written permission** from SASANE and the individuals involved.
- Understand and respect that **safeguarding is a shared responsibility**. If you witness or experience any misconduct, report it immediately to the Safeguarding Focal Person or program supervisor.

3. Support and Collaborate with Team Members Respectfully

- Work as part of a diverse team where everyone's input and contributions are valued.
- Engage in open and constructive dialogue; disagreements are natural but must be handled with respect and maturity.

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- Do not influence or pressure fellow interns to adopt your personal opinions, especially on matters regarding the organization, finances, or management.
- Focus on creating a supportive, inclusive, and empowering work environment where all team members feel safe and heard.
- Avoid engaging in unnecessary gossip, manipulation, or spreading false assumptions about the organization's management, financial practices, or administrative functions; such behavior is highly discouraged and goes against SASANE's core values of transparency and integrity.

4. Approach Your Role with Curiosity, Humility, and Cultural Sensitivity

- Ask questions, observe local norms, and be willing to learn from the community, including survivors and local staff.
- Accept that certain practices, customs, or organizational decisions may differ from what you are used to; approach them with **openness and humility**.
- Avoid making comparisons, judgments, or suggestions without a full understanding of SASANE's history, mission, and cultural context.
- Language barriers, local communication styles, or hierarchy may differ; be patient, adaptable, and thoughtful in how you express yourself.

5. Avoid Actions That May Cause Harm — Emotionally, Physically, or Psychologically

- Do not engage in behaviors that could exploit, pressure, or emotionally distress survivors, staff, or peers.
- Abstain from inappropriate relationships, verbal aggression, exclusionary behavior, or careless jokes that may offend others.
- Always **respect personal boundaries** and avoid making assumptions about what someone is comfortable with.
- Avoid excessive criticism, gossip, or manipulation within the team dynamic, which could impact others' emotional safety and learning environment.

Summary:

These expectations are in place to ensure that all volunteers have a safe, respectful, and meaningful experience, while also safeguarding the dignity and wellbeing of the communities SASANE serves. Violations of these expectations may lead to corrective discussions, or in serious cases, **early dismissal from the program**.

Arrival and Visa Information

Arrival in Nepal

Volunteers are expected to arrive at **Tribhuvan International Airport (TIA)**, located in **Kathmandu**, the capital city of Nepal. This is the only international airport in the country and serves as the main entry point for foreign visitors.

Pre-Arrival Preparation

Flight Booking: Ensure your flight is booked to TIA (Kathmandu). Double-check baggage policies, layovers, and visa requirements.

Travel Insurance: It is highly recommended that all volunteers secure travel insurance covering health, accidents, theft, and trip cancellations.

Vaccinations: Some common vaccinations recommended before traveling to Nepal include Hepatitis A & B, Typhoid, Tetanus, and Rabies (especially for long-term stays or rural visits). Please consult your healthcare provider.

Visa Information

Nepal offers a **tourist visa** which is most suitable for volunteers. It is relatively easy to obtain and comes in multiple durations.

Tourist Visa on Arrival

- Available for most nationalities at TIA in Kathmandu.
- Issued for 15, 30, or 90 days.
- Extension is possible later from within Nepal.

Visa Fees (as of 2025)

DURATION	COST (In USD)
15 Days	\$ 30.00
30 Days	\$ 50.00
90 Days	\$ 125.00

Visa fees are payable in cash (preferably in USD) at the airport. Some counters may accept card payments, but it's recommended to carry cash.

Requirements for Visa on Arrival

- A valid passport (must be valid for at least 6 months from the date of entry).
- One passport-size photo (often not required for e-form but bring one just in case).
- Completed arrival card and visa application form (available at airport kiosks or online in advance).
- Payment of the visa fee at the counter.

Online Application Option

You may also apply for the visa online via the [Visa Issuance Official Website](#). This allows you to fill out the form and bring the printed confirmation with you for faster processing at the airport. Online applications must be submitted **within 15 days prior to arrival**.

Visa Extension (If Needed)

If your volunteer program extends beyond your visa duration, you can apply for an extension at:

Department of Immigration, Kalikasthan, Kathmandu

 Location: Kalikasthan, Dillibazar, Kathmandu

 Office Hours: Sunday to Friday (10 AM to 4 PM)

 Website: www.immigration.gov.np

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Extension Fees

Minimum extension: 15 days (\$30)

Additional days: \$2 per day

Overstay Penalty: \$3 per day + regular extension fee (strictly enforced)

Note: Bring your passport, a passport photo, your original visa, and cash for the extension fee.

1. Airport Arrival and Transportation

Airport pickup is *not* guaranteed by SASANE. Volunteers must arrange their own transportation unless specifically coordinated in advance.

Taxis are readily available at the airport. It's best to use the prepaid taxi counter inside the airport or use a trusted ride-hailing app like Pathao or InDrive.

The cost to Thamel (central Kathmandu) is approx. NPR 800–1500 depending on traffic and time of day.

Make sure to confirm the price before starting your journey.

2. Local SIM Cards & Connectivity at Arrival

You can purchase a SIM card at the airport or nearby shops:

Available providers: **Ncell** and **Nepal Telecom (NTC)**

Documents required: Passport copy and passport-size photo

Cost: Around **NPR 100 for the SIM**, with **data plans starting from NPR 500 (~\$4 USD)**

Important Note: SASANE may assist with SIM card facilitation if prior communication has been made, but this is not guaranteed.

3. Currency Exchange at Arrival

Currency exchange counters are available at the airport, though rates are often better in the Thamel area. Recommended: Bring USD or Euros for exchange. ATMs are available at the airport, but some international cards may not work. Inform your bank of international travel before arriving.

4. Important Reminders

- Always keep a photocopy of your passport, visa, and travel insurance with you.
- Note down SASANE's office address and contact number in case of emergencies.
- Ensure that your emergency contacts and SASANE supervisors have your updated flight and contact information.

Accommodation & Daily Living

As a volunteer or intern at **SASANE**, it is your responsibility to **arrange your own accommodation and daily commute** during your stay in Kathmandu. This update reflects SASANE's revised operational policy to focus more on empowerment initiatives rather than logistical support.

However, we strive to support your stay through **clear guidance**, local tips, and daily **in-office lunch/snack provisions** to make your experience as smooth and fulfilling as possible.

1. Accommodation (Self-Arranged)

Volunteers and interns are required to independently arrange their accommodation prior to arrival. We suggest selecting lodging options that are:

- **Within 3–5 km** of the SASANE office in Kathmandu for easy commute.
- **Well-reviewed** on trusted platforms (e.g., Airbnb, Booking.com, HostelWorld).
- Located in **safe neighborhoods** such as *Thamel, Lazimpat, Sanepa, or Boudha*.

You may choose between:

- Budget Guesthouses
- Hostel or co - living spaces
- Hotels
- Short-term apartment rentals or homestays

Note: If needed, SASANE can provide a **general list of previously used accommodations** upon request. However, the final arrangement, booking, and costs are your personal responsibility.

2. Transportation

SASANE does not provide daily transportation services. Interns are responsible for organizing their own commute to and from the office. Common modes of local transport include:

- **Walking** (if staying nearby).
- **Public minibuses or tempos** (affordable but crowded)
- Ride - sharing apps like Pathao or InDrive (convenient and widely used)

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- **Taxis** (negotiate the fare before starting the trip)

Note: Estimated daily transport cost: **\$1–\$4**, depending on location and travel method.

3. **Lunch & Snacks (Provided by SASANE)**

SASANE is pleased to offer:

Home-style lunch on all working days.

Light snacks or tea during office hours or meetings.

This is meant to promote communal connection, healthy nutrition, and cultural sharing.

Note: Volunteers with **dietary restrictions (vegan, allergies, etc.)** must inform the SASANE team **at least 2 weeks in advance** to ensure accommodations.

4. **Helpful Tips for Daily Living**

Recommended areas of stay:

- **Thamel** – lively tourist hub with restaurants and amenities
- **Lazimpat** – quiet but central, good mid-range accommodations
- **Sanepa** – peaceful residential area, ideal for long-term stays
- **Boudha** – spiritual and serene, close to major monasteries

Grocery and Essentials:

- Local stores and supermarkets (Big Mart, Bhat - Bhateni, Saleways)
- Fresh produce from morning street markets or Farmer's Market (Cash payment Only)
- Pharmacies and mobile SIM card vendors widely available

Internet Access:

- Most guesthouses/hotels provide free Wi-Fi.
- Free WiFi available at SASANE office
- SIM cards with data plans available via **NTC** or **Ncell** (bring passport + photo for registration)

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Important Notes:

- **Punctuality is expected:** Volunteers must arrive **on time** for daily organizational activities and field visits.
- **No reimbursements** will be provided for personal accommodation, transportation, or other daily expenses.
- **Accommodation changes must be communicated** to the SASANE Coordinator in advance. This is essential for **your safety, security**, and our internal record-keeping.
- **Be cautious with card payments:** Many establishments may charge hidden fees. Always verify charges before confirming transactions, especially at small or unfamiliar shops.
- **Avoid traveling with strangers:** Refrain from accepting unsolicited rides, gifts, food, or beverages from individuals you do not know well. Prioritize safety and trust your instincts.
- **Alcohol consumption:** While occasional social drinking is a personal choice, **consuming alcohol nightly is strongly discouraged**. Be aware that alcohol in Nepal is **relatively expensive**, particularly at hotels and restaurants where **VAT, service charges**, and **tourist mark-ups** apply.
- **Conduct expectations:** SASANE maintains a respectful, professional environment. Engaging in **unnecessary gossip, manipulative behavior**, or **spreading false assumptions** about organizational management, finances, or internal operations is strictly discouraged.

[Expected Daily Cost Breakdown \(Kathmandu, Nepal\)](#)

Note: Costs are approximate and may vary based on individual lifestyle, preferences, and currency fluctuations.

S.No.	Category	Estimated Cost (NPR)	Estimated Cost (USD)	Description
1.	Accommodation	NPR 1,200 – 2,000	\$10 – \$17	Budget guesthouses or shared hostels in areas like Thamel, Lazimpat, or Boudha. Prices may vary based on location, amenities, and season. Long-term discounts may apply.
2.	Transportation (Daily)	NPR 150 – 300	\$1.25 – \$2.50	Public minibuses or ride-sharing apps like Pathao/InDrive. Distance from accommodation to the SASANE office influences cost.
3.	Breakfast	NPR 200 – 300	\$1.75 – \$2.50	Tea, bread, eggs or local breakfast (e.g., sel roti, aloo curry) from local eateries or street vendors.

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4.	Lunch/Snacks at Office	Covered by SASANE	Covered by SASANE	Homemade Nepali lunch and snacks are provided at the office.
5.	Dinner	NPR 400 – 600	\$3.50 – \$5	Simple Nepali meal or continental food at local restaurants. Hotel meals may cost more (VAT + service charge included).
6.	Water & Beverages	NPR 50 – 150	\$0.40 – \$1.25	Bottled water, tea, and juice. Boiled or filtered water is available at many hostels or restaurants.
7.	Mobile Data/SIM Top-Up	NPR 50 – 150	\$0.40 – \$1.25	Daily internet data (Ncell/Nepal Telecom). Wi-Fi is usually available at accommodations.
8.	Laundry	NPR 100 - 200 (avg)	\$0.80 - \$1.60	Self-laundry or paid laundry services in hostels/local laundries (per load).
9.	Miscellaneous	NPR 200 - 400	\$20 – \$34	Toiletries, snacks, emergency purchases, tips, hygiene items, etc.
TOTAL Daily Cost (Average)		NPR 2,350 – 4,100	\$20 – \$34	Based on modest spending habits and safety conscious habits

Important Considerations

- Interns/volunteers are expected to arrange their own accommodation and transportation.
- Opting for a **monthly rental (e.g., apartment or homestay)** can significantly reduce costs, typically around \$150–\$250/month for basic setups.
- Shared accommodations with other interns may reduce expenses.
- Be cautious of **tourist price mark-ups** in major areas.
- Avoid **frequent use of taxis or expensive restaurants** unless necessary, as they may quickly inflate your daily budget.
- Carry small denominations of cash for local purchases.

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Mandatory Internship Donation – \$500 USD

At SASANE, we are committed to creating meaningful, ethical, and empowering experiences for our interns and volunteers. To support our survivor-led operations and ensure the sustainability of our community programs, **all international volunteers/interns are required to make a one-time donation of \$500 USD** prior to beginning their placement.

This contribution directly supports:

- Survivor-led training and empowerment programs.
- Field visits and educational activities for interns.
- Operational and administrative costs necessary to coordinate your experience.
- Lunch/snacks provided daily at the office
- Community engagement activities led by interns and local teams

1. Important Notes

- This donation is **non-refundable** once the internship begins, as funds are allocated for preparation and programming in advance.
- The donation is required **regardless of internship duration**, as SASANE invests time, staff, and resources into each intern's orientation, planning, and engagement.
- A receipt and confirmation of donation will be provided for your records.
- Payment instructions will be shared upon final confirmation of internship via **bank transfer or digital remittance**.

2. Please Be Prepared

- Ensure that you have budgeted this \$500 USD in addition to your daily living costs.
- Interns will not be officially confirmed without submitting this donation.
- Failure to make this donation may result in **cancellation of your placement**.

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3. Payment Procedure

The donation must be paid no later than 14 days prior to the intern's arrival in Nepal. Payment can be made through either of the following methods:

- Via the Omprakash Portal
- Direct Wire Transfer to SASANE's Official Bank Account

Please note that the donation is **non-refundable**, regardless of changes in travel plans, early departure, or personal decisions related to accommodation or internship scope. This policy is part of SASANE's safeguarding and operational protocols, which all interns agree to upon joining. The payment details will be shared closer to the date of the internship via email to the respective Intern.

Meals & Food Preferences

SASANE strives to offer a comfortable and culturally immersive experience for all interns, including during meal times. To support your overall well-being during your stay, the following information outlines what you can expect regarding food, meal provisions, and important health considerations.

1. Meals Provided

Lunch and light snacks will be provided on weekdays (Monday to Friday) at the SASANE office.

These meals are typically vegetarian or non-vegetarian, consisting of local Nepali dishes such as Nepali style fried rice, Mo:Mo, Nepali Thali, Pasta, fresh fruits, etc.

Meals are prepared by local women trained in food hygiene practices, using fresh ingredients and traditional Nepali cooking methods.

2. Meals not provided

Breakfast and Dinner are not included in the internship package. Interns are responsible for arranging these meals independently based on their accommodation situation.

3. Hygiene and Safety Recommendations

To ensure your health and safety during your stay in Nepal, please follow these important guidelines:

Do not consume unfiltered tap water. Always drink **boiled, filtered, or bottled water**. Avoid using water stored in open buckets or containers unless confirmed safe for drinking.

Avoid eating street food, especially items prepared in open-air settings without visible hygiene practices. These can often be contaminated and may lead to gastrointestinal issues.

Wash all fruits and vegetables thoroughly before consumption. Even if bought from local markets or roadside stalls, always rinse produce with clean water or a mild disinfectant solution before eating.

Do not consume pre-cut fruits sold on the street, as they are often exposed to dust, pollution, and flies, which can cause illness.

If you have specific dietary restrictions, allergies, or intolerances (e.g., gluten-free, lactose-free, nut allergies), **please inform SASANE prior to arrival**. We will do our best to accommodate your needs within reason, though limitations may exist due to local availability of certain products.

4. Local Eating Customs

Meals in Nepal are often eaten with the hands. If you are not comfortable with this, you are welcome to use your own utensils.

It is customary to eat sitting on the floor in some local homes or during community activities. You may encounter such cultural experiences during field visits or community stays.

5. Health & Medical Precautions

If you have a sensitive digestive system or have never traveled to South Asia, it is advised to bring a basic medical kit (antacids, probiotics, ORS, etc.) and consult a travel doctor before your trip.

SASANE will not be held responsible for any health-related issues resulting from consumption of unsafe food or water consumed outside of the office provisions.

Health, Safety & Insurance

SASANE is committed to ensuring that all interns have a safe, healthy, and enriching experience during their time with us in Nepal. However, as an international volunteer in a developing country, it is vital to take personal responsibility for your health, safety, and insurance coverage.

1. Health Precautions

Vaccinations: Before traveling to Nepal, interns should consult with a travel doctor or local health authority to receive all recommended vaccinations. These may include Hepatitis A, Hepatitis B, Typhoid, Tetanus, Rabies (if working with animals), and Japanese Encephalitis.

Medication: Carry a personal medical kit with essentials such as painkillers, rehydration salts, antihistamines, digestive aids, insect repellent, and any prescription medication. Pharmacies in Nepal may not stock the same brands or dosages as in your home country.

Water Safety: Only drink boiled, filtered, or bottled water. Tap water, bucket water, and other untreated sources are not safe for consumption and may cause stomach infections or more severe illnesses.

Food Safety: Refer to the "Meals & Food Preferences" section. Avoid unwashed fruits, raw vegetables, and street food. Always wash your hands before eating.

Altitude Awareness: Some field visits may involve traveling to higher altitudes. Be aware of symptoms of altitude sickness and notify a SASANE team member if you feel unwell.

2. Health Emergencies

In case of a medical emergency, SASANE will assist interns in getting to the nearest hospital or medical clinic. Please note that many local hospitals require payment **upfront** for services and may have limited resources.

Interns are advised to identify **hospitals or clinics** they can access near their accommodation and always carry emergency contact information.

SASANE is not liable for any costs or responsibilities related to medical emergencies, hospitalization, or treatment.

3. Personal Safety

Avoid walking alone at night, especially in unfamiliar or poorly lit areas.

Do not display large amounts of cash or expensive items such as cameras, phones, or jewelry in public spaces.

Keep your **passport, visa, and emergency contact information** secure. It is recommended to carry a copy and store originals in a safe place.

Respect local customs and dress modestly, especially in religious or rural areas.

Interns must **inform the SASANE office before leaving the Kathmandu Valley** or embarking on personal trips, hikes, or treks during the internship.

SASANE reserves the right to deny participation in field trips or community visits if safety precautions are not followed.

4. Insurance (Mandatory)

All interns are **required to have valid international travel and health insurance** covering the entire duration of their stay in Nepal.

Your insurance must include coverage for:

- **Medical treatment & hospitalization**
- **Emergency evacuation & repatriation**
- **Theft or loss of belongings**
- **Personal liability and trip cancellation/delay**

Proof of insurance must be submitted to SASANE **before arrival**, including the insurer name, policy number, emergency contact number, and coverage summary.

SASANE does not provide or arrange insurance and will not be liable for any claims or incidents not covered under your policy.

5. Mental Health

Adjusting to a new environment, culture, and workload can be challenging. SASANE provides a supportive atmosphere, but we recommend interns maintain self-care routines, communicate openly with team members, and take breaks when needed.

If you are experiencing emotional distress or mental health concerns, please do not hesitate to speak to the internship coordinator. We will do our best to support you or connect you to available resources.

Cultural Sensitivity

At SASANE, we believe that cultural exchange is a powerful tool for mutual understanding, empathy, and community-building. As an intern working with survivors of human trafficking and marginalized communities in Nepal, your awareness, respect, and adaptability to local culture are essential for a meaningful and respectful engagement.

1. Understanding the Local Context

Nepal is a diverse and multicultural society with over 100 ethnic groups, languages, and traditions. While it is known for its hospitality and openness to visitors, Nepalese culture is rooted in deeply held values such as **modesty, humility, family honor, respect for elders, and religious tolerance**. Interns are expected to observe and adapt to these norms both in personal interactions and professional settings.

2. Respect for People and Customs

Greetings: A traditional greeting in Nepal is placing your palms together in a prayer position and saying "Namaste." It is a respectful and widely accepted form of greeting.

Physical Contact: Public displays of affection (hugging, kissing, hand-holding between opposite genders) are considered inappropriate. Avoid unnecessary physical contact, especially with women or elders.

Feet and Head Etiquette: Do not point your feet at people or religious objects. Touching someone's head (especially children's) is also discouraged as it is considered sacred.

Use of Right Hand: When giving or receiving something, always use your **right hand** or both hands, never the left hand alone, as it is considered unclean.

3. Dress Code

Interns are expected to **dress modestly** at all times. Shoulders, chest, and knees should be covered, especially when visiting communities, temples, or participating in SASANE activities.

Avoid revealing or tight clothing, crop tops, short skirts, or ripped jeans.

Female interns are encouraged to wear local attire such as **kurta suruwal** if they feel comfortable. Wearing culturally appropriate clothing shows respect and helps in community integration.

4. Religion and Spirituality

Nepal is predominantly Hindu and Buddhist. You may witness daily rituals, festivals, and religious processions. Always observe respectfully.

Remove your shoes before entering someone's home, temples, or sacred spaces.

Never interrupt a prayer, touch religious offerings, or step over someone who is sitting in prayer.

5. Language and Communication

The primary language is Nepali. While most SASANE staff speak English, learning a few basic Nepali phrases will go a long way in building rapport with locals.

Speak calmly and respectfully. Shouting, sarcasm, or overly assertive behavior can be seen as disrespectful.

Be patient with different communication styles and avoid making assumptions or judgments based on Western perspectives.

6. Home Stays & Daily Living

If you are staying in a homestay, remember you are living in someone's home, not a hotel. Respect house rules, contribute to daily chores if asked, and avoid wastefulness of food or water.

Smoking, drinking alcohol, or returning home late at night is frowned upon in traditional households and must be discussed with the host family or internship coordinator.

Ask before taking photos of people, especially in homes or in rural areas.

7. Avoiding Cultural Missteps

Do not question or critique religious practices, gender roles, or traditions in a confrontational way. Approach such topics with curiosity, sensitivity, and humility.

Avoid openly discussing taboo topics such as sexuality, politics, or criticizing Nepal's systems.

Refrain from giving money, gifts, or personal items to community members or children. Any form of giving should be coordinated through SASANE to maintain equity and respect community dignity.

8. Adaptability & Openness

Understand that your time in Nepal may include power outages, limited internet access, traffic delays, or sudden schedule changes. Embrace flexibility and maintain a positive, adaptive attitude.

Your humility, willingness to listen and learn, and respectful presence will have far more impact than any material contribution you make.

In summary, cultural sensitivity is not only about avoiding offense, it is about building genuine connections, recognizing privilege, and approaching your internship with empathy, patience, and a spirit of learning.

Conduct & Safeguarding Guidelines

SASANE works with survivors of human trafficking, vulnerable communities, and local partners, each with unique histories, traumas, and lived experiences. As an intern, you are expected to maintain the highest standards of **integrity, confidentiality, and ethical conduct** at all times. Our safeguarding principles are in place to ensure that every individual whether survivor, staff, intern, or community member is treated with **dignity, respect, and care**.

1. Survivor-Centered Approach

Interns must understand that **survivors are not charity cases**, treat them with **equality, not sympathy or pity**.

Never ask personal questions related to trauma, abuse, or trafficking experiences unless directly authorized by SASANE and accompanied by a trained staff member.

Avoid any behavior that may be perceived as intrusive, exploitative, or savior-like.

Do not pressure survivors to share their stories, appear in media, or participate in activities they're uncomfortable with.

2. Media, Photography & Storytelling

Any photo, video, blog post, or written material involving SASANE members, interns, or communities must receive **explicit written consent** from SASANE staff before use.

Photos of children and survivors require extra caution; never post or share them on social media without formal authorization.

The media must respect dignity, avoid portraying individuals as victims, and promote empowerment, strength, and resilience.

3. Boundaries & Relationships

Maintain professional boundaries at all times. Close personal relationships, favoritism, or inappropriate emotional attachment with survivors, host families, or staff are discouraged.

Romantic relationships between interns and SASANE members, community partners, or hosts are strictly prohibited.

Do not offer money, gifts, or private support to individuals or families without SASANE's approval. All support must be transparent and processed through official channels.

4. Confidentiality & Data Protection

All personal information, including names, locations, experiences, or stories of SASANE participants and community members, must be treated with the utmost **confidentiality**.

Do not share internal documents, participant identities, or project data with external parties.

Violation of data protection or misuse of confidential information will result in immediate termination of your internship.

5. Reporting Safeguarding Concerns

If you witness or experience **any form of abuse, misconduct, discrimination, harassment, or violation** of safeguarding principles, you must report it immediately to your SASANE supervisor or the Safeguarding Officer.

You will not face any retaliation for reporting in good faith.

Safeguarding concerns may include: neglect, exploitation, verbal or physical abuse, inappropriate language, racism, gender discrimination, or boundary violations.

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6. Community & Partner Engagement

Be respectful when visiting local communities. **Dress modestly**, ask permission before taking photos, and do not make promises or commitments to individuals or families.

Do not treat any community member as an object of observation or as a case study. Always engage with empathy and humility.

Avoid inappropriate comparisons between your own culture and the local one. Be open to learning rather than imposing.

7. Behavior & Accountability