



with a little help  
**everyone**  
can have a decent place to call home

# Women Build 2017 Volunteer Handbook

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# **Habitat for Humanity**<sup>®</sup> Trinidad & Tobago

Dear Volunteer,

Greetings!

Habitat for Humanity<sup>®</sup> Trinidad & Tobago would like to thank you for choosing to devote your time and energies to our organization. Working together with our homeowners to build safe, decent and affordable shelter here and around the world will be rewarding, not just for us but, we hope, for you and your team as well. Your work will provide greatly needed help to families whose lives you are helping to change, making this an uncommonly satisfying experience; it narrows the universal gap between those in need of help and those in the privileged position of being able to offer assistance.

Habitat for Humanity<sup>®</sup> is a volunteer-driven organization, and we rely on volunteers like you to help families in need realize the dream of owning a decent, affordable home. From working on our construction sites and helping to produce our newsletters and annual reports, to manning special events, running our committees, and designing our homes, volunteers greatly impact every facet of our organization.

In order to ensure a rewarding build experience, we have prepared this manual; the information provided is intended to help you to prepare for the build day. Please read and share with your family and friends all of the information included and feel free to contact us if there are any questions still unanswered.

We look forward to working with you to build safe, stable and self-reliant communities in Trinidad and Tobago.

In Partnership,  
Jennifer Massiah, National Director  
info@habitat-tt.org contactus@habitat-tt.org





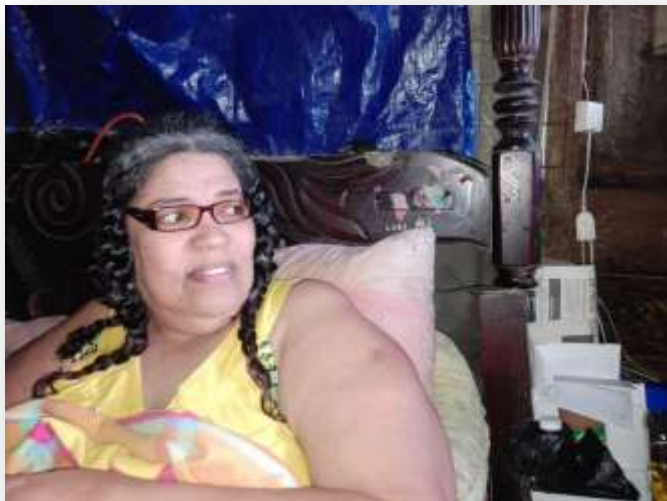
## WOMEN BUILD 2017

### [REGISTER HERE](#)

Habitat for Humanity Trinidad and Tobago has invited the High Commissioner of Canada to Trinidad and Tobago, Mrs. Carla Hogan Rufelds, to take on the role of “Champion” for Women Build 2017. This initiative will see an entire home built primarily by teams of women for a Trinbagonian family during the month of October, which we celebrate informally in Trinidad and Tobago as “Habitat Month”. Habitat for Humanity operates in over 70 countries and has served almost 10 million people with shelter solutions worldwide since 1976. Women Builds take place across the globe, and provide an excellent opportunity for female leaders to network, generate visibility and give back to communities through corporate social responsibility.

Women Build 2017 in Trinidad and Tobago will be a gathering of prominent and influential women leaders from the diplomatic corps, business, government, the arts and civil society. They will help homeowner Kathy to provide a safe, stable and familiar environment for her family to live independently and in security.

### KATHY'S STORY “A breath of sunshine ...”



*Kathy Ann has been in the Habitat for Humanity system since 2009. She is married to Ellery, whom she's known since they were teenagers. Her husband is a physically challenged pensioner who suffers from hearing and speech impairments. He adores his wife, and is loud in his praise for her selflessness, resilience and cheerful attitude to life.*

*“I have known about Habitat for Humanity for a long time! I remember watching an Oprah Winfrey show in 2005, talking about Jon Bon Jovi building a house with Habitat for Humanity, and I know about President Carter’s work with the organisation.*

*I was born in San Fernando and we lived in various parts of Trinidad and Tobago throughout my childhood. I was injured in a car accident in 1974 – I was thrown from the vehicle and my spine was damaged. Because of that I*

*was unable to walk very far, or stand for long periods of time. Although that limited my employment opportunities, I try to be active in the community, and I was even able to serve as a Vice President of The National Parent Teachers’ Association. In 2012, the floor gave away under my feet and I fell, aggravating the old injury. Now I use a wheelchair when I can, but I am mostly confined to this bed. I cannot walk unaided, and it takes me a good few minutes for my husband to help me outside.*

*I would love to build the house closer to the front of the property, so that I can get into the wheelchair and maybe sit outside in the sun, in a little garden some day.*

*Habitat for Humanity IS full of humanity – I know and I have seen for myself, people who have been helped by Habitat. The difference that a home makes in a life is almost indescribable. Safety, security, love, hope for the future, all of that comes with a good healthy place to live.*

*It was such a shock to hear that only women will be working on my house. Ladies, I am speechless to know that you will all be helping me. Hurray for Women Power! I’m a bit shy, but I want to say “Thank you, thank you,*

**THANK YOU!"** I am so grateful for the love and support, thank you all for taking the time out of your schedule to help someone like me. I am a bit choked up just thinking about it. You Go Girls!!!!

Google Maps Reference: <https://goo.gl/maps/eTpnhYfq6X72>

Directions:

- From the Churchill Roosevelt Highway, turn left onto to Antigua Road
- Turn right onto Barbuda Road
- Continue onto Valencia Bypass Road
- At the Roundabout, take the second exit and stay on the Valencia Bypass Road
- At the next roundabout, take the second exit onto Eastern Main Road
- Take Railway Extension and Ramoutar to Foster Road in Oropouche.

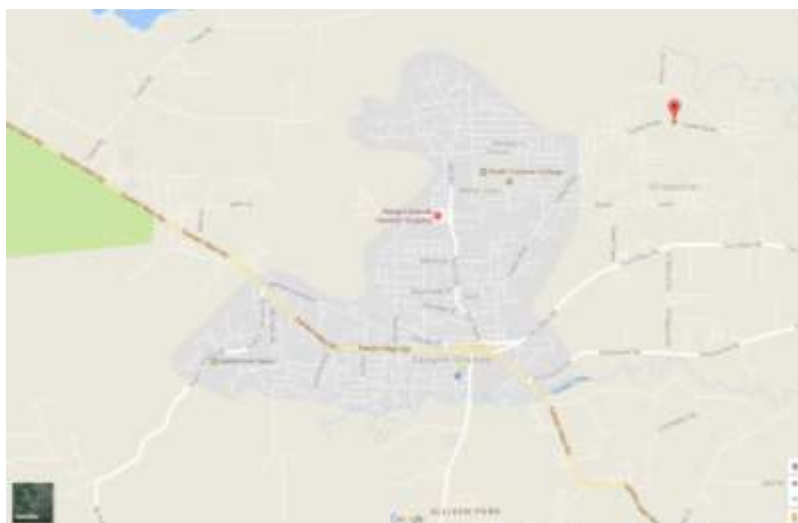
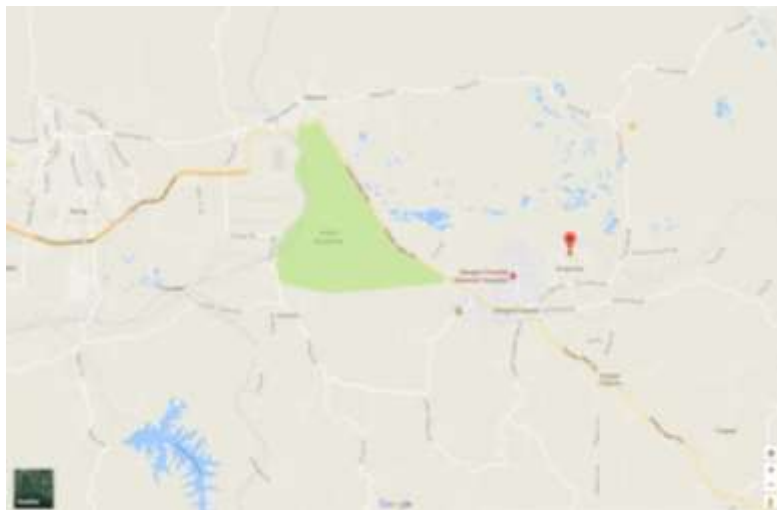
Smartphone Directions from:

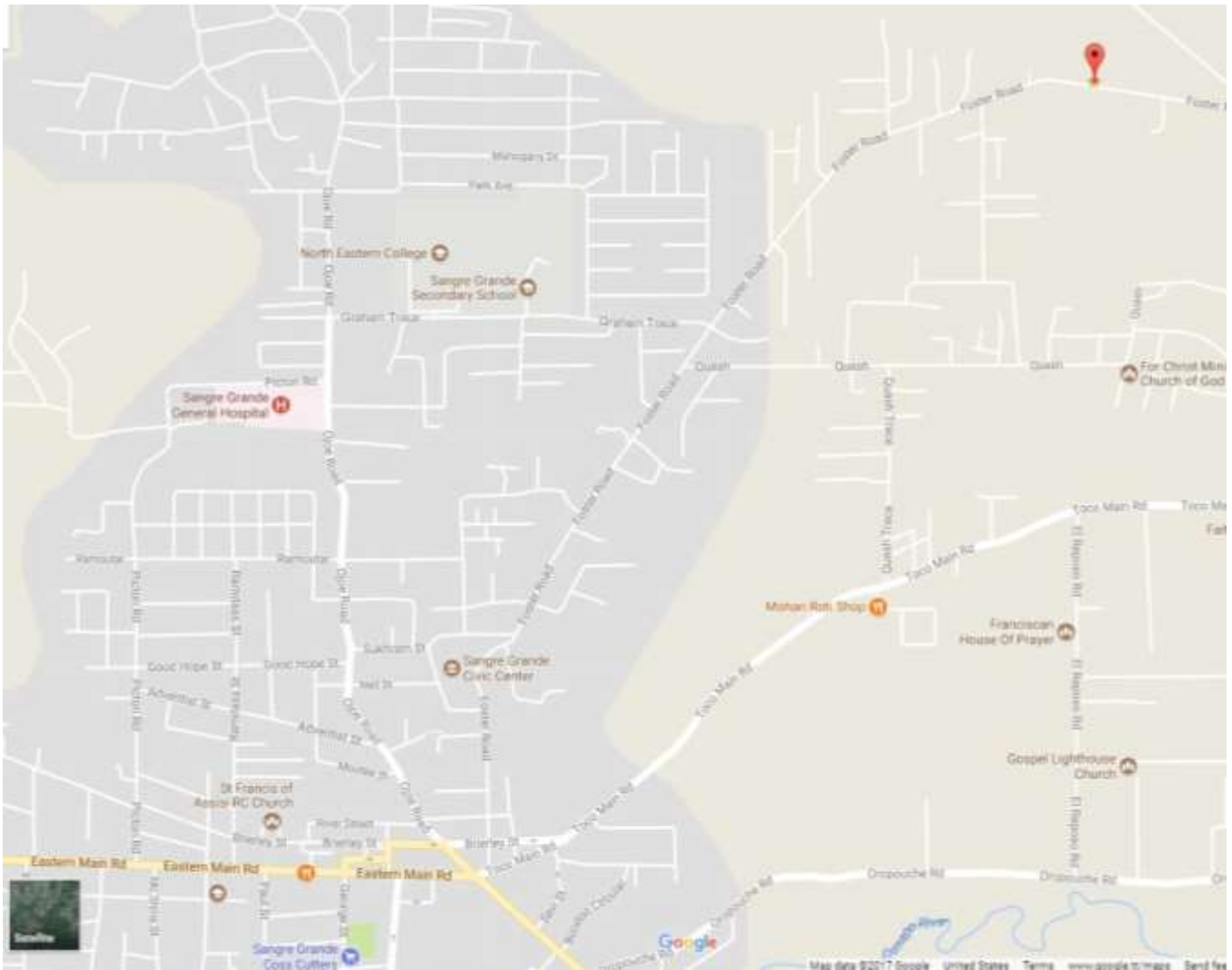
Independence Square, POS: <https://goo.gl/kf6Rsd>

Harris Promenade, San Fernando: <https://goo.gl/LJTdi2>

Price Plaza, Chaguanas: <https://goo.gl/wkhvuh>

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.





Despite her cramped surroundings Kathy is in high spirits and is a breath of sunshine. Her inability to get around and being totally dependent on Riley for everything does not deter her easy smiles.

This family was selected as the next Habitat for Humanity project and will seek to encourage women leaders to join hearts and hands to make a difference and transmit a positive message of hope and empowerment to the most vulnerable in our society. While not promoting gender bias of any sort, we are focusing on the fortitude and tenacity of this female client and her resolve to be cheerful and optimistic in spite of all sorts of discomfort and ailments and we are encouraging our women leaders to add their bit as we transform society through partnerships and solidarity.

For more information, please [contactus@habitat-tt.org](mailto:contactus@habitat-tt.org)

## HABITAT FOR HUMANITY® TRINIDAD & TOBAGO ORGANISATION PROFILE

### Habitat's Vision & Philosophy

Habitat is about challenges; challenging the mind, the status quo and most importantly, challenging circumstances to create an opportunity to reach our fullest potential. We challenge persons from all walks of life to work with us and impact on the number of persons living in substandard shelter in the world. We, therefore, challenge you to get your hands dirty and toil under the sun with people from different backgrounds, usually people with whom you would not normally have interacted, and watch all the barriers disappear, creating room for mutual understanding, respect and appreciation.

Additionally, we offer younger supporters various intercultural learning opportunities through our Volunteer team trips, building days and internships at our offices. With Habitat, personal growth and learning becomes a global educational experience, breaking the cycle of habitual thinking patterns, spawning creativity and forcing **minds to think 'out of the box'**.

### How We Are Organized?

Habitat Trinidad and Tobago is a non-governmental organization (NGO) with an annual General Assembly, a National 9-member Board of Directors and twenty full-time salaried staff members. We assist local communities to raise funds; select homeowners; mobilize volunteers; coordinate the construction of houses and act as catalysts to create and foster community mobilization and empowerment teams while pursuing these goals. Homes are built with donations of money, materials and gifts in kind from individuals, religious organizations, foundations, embassies, private corporations and local/ overseas workgroups.

### Our Services

**Habitat's core service is the provision of decent, affordable** shelter through a variety of housing solutions and services. From repairs, renovations, completions to new builds, we work with our homeowners to promote self-reliance and stability in vulnerable communities.

We offer three construction models: a traditional brick-and-concrete, treated wood and pre-fabricated steel with concrete boards. Habitat Trinidad & Tobago's three-bedroom, one bath traditional house currently costs TT\$240,000 with a mortgage payment of \$600 over a 30-year period. The pre-fabricated houses are \$260,000 for the two-bedroom and \$280,000 for the three-bedroom model.

Our house renovation and repair offer to owner-occupied beneficiaries provides micro-loans to persons unable to access financing from traditional lending institutions. These loans typically run from 7 to 10 years.

Our costs are **kept to this minimum by the utilization of "sweat equity", which eliminates the cost of labour.** Given our **no-interest, no profit programme, Habitat's facility compares** favourably with programmes offered by other lending institutions. Moreover the organization provides continuous training of the homeowner as our **philosophy is to "build not only homes but lives" and by extension, communities.**

Prospective homeowners are trained in financial literacy and the principles of Habitat which helps to ensure **commitment to the repayment of the loan. Our records indicate that a large percentage of Habitat's clients** have been servicing their loans satisfactorily, with payments going into a Revolving Fund, enabling the construction of other homes and loans to homeowners. The Habitat method of housing, therefore, engenders responsibility at both the individual and community levels thus minimizing delinquency.

## Housing Need

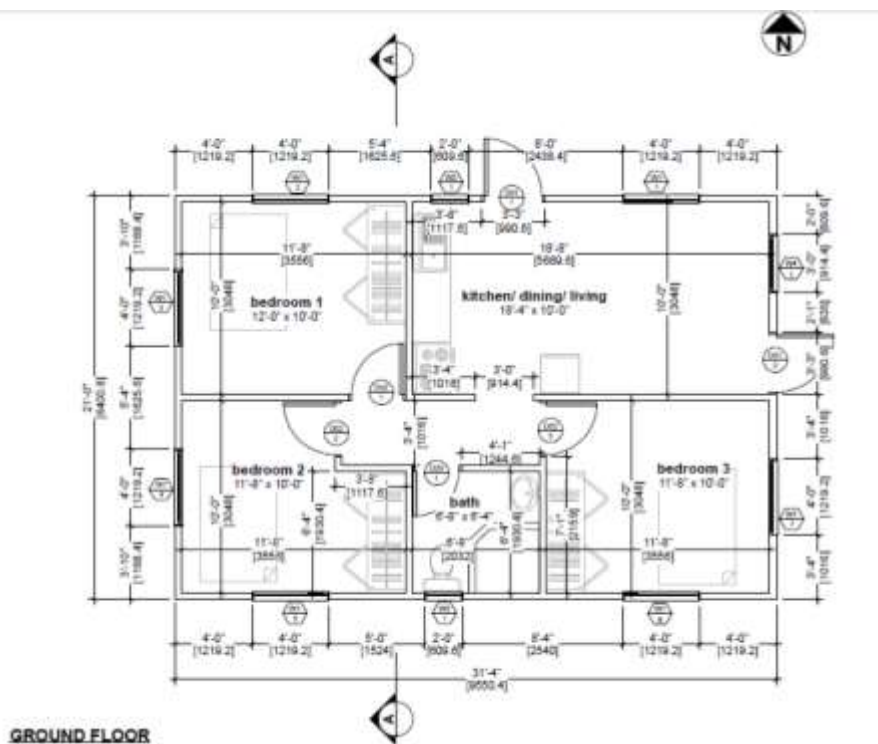
Statistics released by the nation's Ministry of Housing showed that for the period 2010 to 2015, the number of housing units needed for low-income families was 104,000. The housing demand stems mainly from the growth in population. The annual additional need is some 5000 units, with the public and private sectors combined accounting for a little over 2700 units per annum. The major factors that prevent the low-income earner from homeownership are varied, but usually include unwillingness by financial institutions to finance mortgages for this income bracket, as there are risks related to unstable employment and therefore, the ability to pay. The spiralling costs of houses and land, as well as a lack of certified ownership of inherited land, are other barriers for families living in inadequate conditions.

## Qualifying for a Habitat Housing Solution

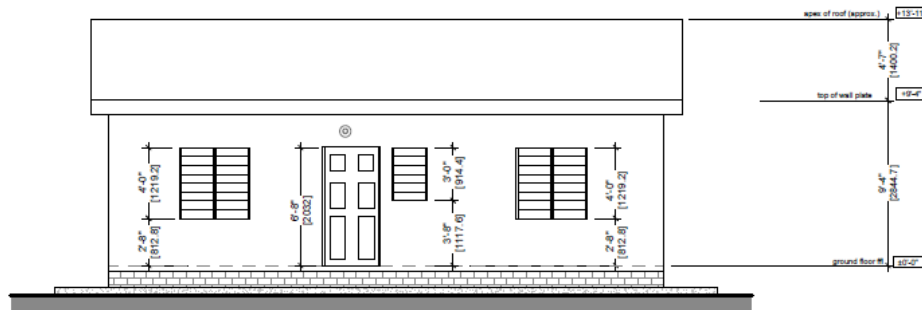
As Habitat Trinidad & Tobago does not yet have the resources to provide land, beneficiaries must have their own land or have access to land on which they are legally authorized to build and reside. To qualify for Habitat assistance on a new build, the prospective homeowner families must earn between TT\$1,000 – TT\$8,000 monthly, own the land on which the new home will be build and must seem able and willing to repay their loan. For renovations, repairs and completions, long-term leases or other land document may be accepted; in these cases, the maximum loan amount is TTD 60,000 for materials only, with the homeowner providing the labour.

Every approved family also promises the donation of 300 hours of "sweat equity", although if the homeowner works or is physically unable to build, a family member or friend may substitute for them.

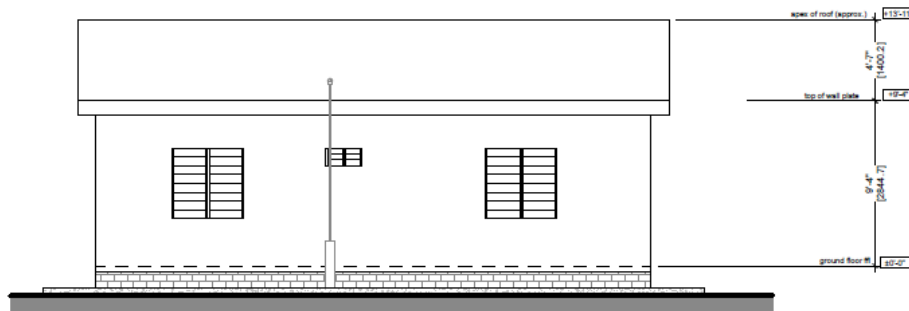
## CONSTRUCTION







**FRONT ELEVATION**



**REAR ELEVATION**

0 1 2 3m

## DURATION OF BUILDING PROCESS

Generally it takes 3 months to build a complete Habitat home. All Habitat Trinidad & Tobago 2- & 3-bedroom houses are built according to plans pre-approved by the national Town and Country Planning Division. The structures are usually built with concrete blocks, with an option for pre-fabricated homes built with aluminium frames and magnesium oxide boards to clad external and internal walls. All our homes have a steel roofing profile covered with Aluzinc roofing sheets, and are completed with electricity, running water, indoor plumbing and washrooms.

When volunteers participate in the construction, houses are finished far more quickly and at a reduced cost, enabling Habitat Trinidad & Tobago to help more families in need. Furthermore, the partner families and the entire Habitat Trinidad & Tobago community are motivated by the dedication and the hard work of the volunteers; this inspires them to increase their efforts and to work harder toward the goal of affordable, decent housing for all. A typical pre-fab house, for instance, can be completed – foundation to roof – by volunteer teams over the course of 5 weeks.



Concrete, pre-fabricated and wooden house types (clockwise from left)

## BASIC RULES, REQUIREMENTS AND SUGGESTIONS

- We thank you for providing all requested information in a timely fashion; we will do the same for you.
- Each team is asked to make a financial contribution to purchase a volunteer kit which may, depending on the scope of works, include a Tee Shirt, Water Bottle, Draw-string Bag, Gloves, Goggles and Dust Mask. Other contributions are not mandatory but would be welcomed.
- Remember that you will not have access to grocery facilities during the build. Please prepare everything that you will need prior to the trip.
- A parent or legal guardian must accompany any team member under the age of 18. In the case of persons bringing children the volunteer company/group must take responsibility over the minor, who must fill in a waiver form and provide Habitat Trinidad & Tobago with a notarized copy.
- The team leader and each team member are responsible for providing personal safety items. This includes: proper construction boots, earplugs and lifting belt (if required), Habitat Trinidad & Tobago do not provide these.
- There will be no alcohol, obscene language or smoking allowed on worksites at any time.
- All donations (tools, clothes, cash, and elements from the wish list) must be given directly to the National Director, Global Village Host Coordinator, Volunteer Coordinator, or Project Coordinator who will distribute them fairly. Habitat is an organization that gives *opportunities* not *charity*. We ask that you respect our policy of not giving gifts or money directly to any Habitat employee, family or workman. Even a small gift to one particular family can cause jealousy and resentment.



## FOR LOCAL VOLUNTEERS



## WHAT TO BRING

This is a generic list: Old work clothes are especially recommended during the work phase (jeans and tee shirts are best).

- **LOTS of sunscreen (don't say we didn't warn you about the sun!!)**
- Hat and a bandana to cover your neck
- Simple first aid kit (one will be on the work-site, too)
- Work gloves (an extra pair if you want to)
- Ear plugs
- Closed toed shoes. We recommend work boots with steel toes, or hiking boots. Remember to break them in before your build day!
- Sunglasses
- Water bottle
- Camera – we LOVE selfies!

## BASIC SAFETY GUIDELINES

- 1) Schedule heavy workloads for the cooler part of the day. Drink plenty of water on a continual basis.
- 2) Habitat requires that you protect your eyes with safety glasses when using power tools.
- 3) Wear appropriate clothing for each task, including work boots if possible. Sandals and loose clothing should not be worn on site.
- 4) Tie electrical cords at each connection. Do not use frayed cords. Guards on electrical saws must be in place and operating. Tools must be in a safe condition when in use.
- 5) **Don't lift beyond your strength. Bend your knees and keep your chin up.**
- 6) Know where water and first aid kits are located.
- 7) Remove nails from discarded lumber immediately to avoid stepping on nails.
- 8) Use a ladder that will reach your work. Do not overreach. For every four (4) feet of vertical height, move ladder one foot away from wall.



- 9) Don't leave loose objects on the roof or on a ladder.
- 10) Do not get on the roof if you are uncomfortable on heights. Use extra caution when on roof top and watch your footing.
- 11) Have water available to wash out any paint that gets into eyes.
- 12) Do not stand directly under your paint roller as paint could drip into your eyes.
- 13) Speak up if something looks unsafe, because it probably is. An observer can sometimes spot danger quicker than a worker can.



CONTACT INFORMATION for HABITAT FOR HUMANITY - TRINIDAD AND TOBAGO

NATIONAL OFFICE

Address	Chootoo Trace and El Socorro Extension South, San Juan		
Telephone Nos. / Fax	Tel: (868) 675-1222/674-5977/674-2031		Fax: (868) 675-1482
Email / WEB	contactus@habitat-tt.org		www.habitat-tt.org
National Director	Jennifer Massiah	868-742-4663 (mobile)	
Volunteer & Alliance Officer	Julian Chester	868-701-4663 (mobile)	volunteers@habitat-tt.org
Community Mobilization Officer	Jacqueline Harris	868-485-4663 (mobile)	
Program Coordinator	Natasha Daniels	868-746-4663 (mobile)	
Construction Coordinator	Maikel Henry	868-496-4663 (mobile)	
Resource Development Officer	Carlene Pooran	868-782-4663 (mobile)	



## CONSTRUCTION VOLUNTEERING GUIDELINES

Thousands of volunteers come together each year to help Habitat Trinidad and Tobago literally build homes – nail by nail, board by board! Our work would not be possible without the support of volunteers!

### Dress Code

It is important to dress appropriately for the work being performed each day and for the weather. In general, comfortable, breathable, old clothing that you do not mind getting dirty is the most appropriate. We will do our best to let you know what kind of work to expect during your Build Day so that you can plan accordingly, though it is mandatory that volunteers wear closed-toes shoes (work boots are preferable) and long pants. Shorts and sandals are not permitted on a construction site. Volunteers are required to bring work gloves with them to the site. (Work gloves with leather palms are best). Volunteers may want to bring along rain gear or extra layers of clothing depending on the weather.

### Food / Drinks

Food, drinks and snacks are provided by the volunteer group. A lunch break is taken each Build Day from roughly 12:00 –1:00 p.m. It is recommended that the volunteers utilize this time to eat and also digest and not resume work before the allotted time.

### Weather

Depending on the nature of the work scheduled, Build Days may or may not be completed, weather permitting. The Coordinator will let volunteers know if the day's **scope of works** is contingent upon the weather conditions. Please note that we do our best to let the individuals or groups know as far in advance as possible, but last minute cancellations may still occur.

### Restrooms

Construction sites will be equipped with portable toilets; if not alternative arrangements will be made for toilet facilities depending on the location of the site. This information will be shared with your Team Leader prior to your arrival on site.



## Meeting the Homeowners

Habitat homeowners are required to invest 300 hours on the construction site of their home and the homes of others (“sweat equity”). Volunteers may have the opportunity to meet and work alongside the families during the week. Please note that most of our breadwinners are daily-paid, so missing an entire day of work in order to interact with the Team may put the family in a precarious financial position. However, we will try to work with the families to arrange at least two half-days on site, and additionally, we will make every effort to involve the families in the farewell dinner.

## Safety Information

Habitat Trinidad and Tobago, together with our volunteers, shares the responsibility for establishing and maintaining a safe work environment. Habitat Trinidad and Tobago will attempt to assure a safe work environment and to comply with federal, state, and local safety regulations. In turn, volunteers are expected to obey safety rules (wearing safety glasses and hard-hats for example) and to exercise caution in all volunteer activities. If a volunteer does not comply with Habitat Trinidad and Tobago safety procedures (i.e. refusing to wear safety glasses, etc.), they will not be allowed to perform the activity or be asked to leave the site. Volunteers are also asked to report any unsafe conditions to a Habitat Trinidad and Tobago staff member right away. Any accident, which results in injury - regardless of how insignificant must also be reported immediately. Habitat Trinidad and Tobago does have several first aid kits located in various areas at the construction sites. Please see the Construction Staff for exact locations.

Build Group Leaders are asked to designate one person in the group as the Safety Captain. (The Group Captain may also assume this role, though the Safety Captain must be present at the site during the Build Day.) The Safety Captain is responsible for reading and understanding the Safety Checklist (provided in this manual) and for sending the completed form to Habitat Volunteer Coordinator following the Build Day. With your help we can ensure that volunteering on a Trinidad and Tobago construction site is enjoyable and rewarding – and safe!

## Equipment

All volunteers at a Habitat Trinidad and Tobago construction site must have approval and proper instruction from a member of the Construction Staff before using any type of power tool. Use of the forklift is prohibited for all volunteers unless specifically approved. Use of the truck lift or any motor vehicle requires permission from the Construction Staff as well. By adhering to these guidelines we can help ensure a safe construction site for everyone.

The program in Habitat for Humanity® Trinidad and Tobago have a limited number of tools, so it is appreciated if volunteers assist by donating as many of the basic tools as possible. Be sure to label all personal tools clearly. At the end of your build day, the tools can be donated to Habitat Trinidad and Tobago; remember to give them only to the Global Village Host Coordinator, the National Director, or the Project Coordinator.

## The Basic List

- ✓ Work Gloves
- ✓ Hammer
- ✓ Tape Measure
- ✓ Fork
- ✓ Shovel
- ✓ Hoe
- ✓ Pencils
- ✓ Utility knife with retractable blade

## For the Semi-Skilled Volunteer

- ✓ Nylon Line
- ✓ Concrete Chisel
- ✓ Handsaw
- ✓ Screwdrivers (Flat head & Phillip's head)
- ✓ Putty Knife
- ✓ Paint Brush / Roller
- ✓ Carborundum (Rubbing) Stone
- ✓ Spirit level / line level
- ✓ Pliers
- ✓ Hacksaw
- ✓ Eye Protection (safety glasses or goggles)

## Leaving the Site

Before you go home after what was, hopefully, a rewarding day helping with the construction of Habitat Trinidad and Tobago homes, please make sure that you have not left anything behind. If you believe that you may have left something on the site please contact the National Office.

## Construction Staff

The Habitat Trinidad and Tobago Staff include a Construction Coordinator, Volunteer Site Supervisor/s, and several Assistant Volunteer Supervisors depending on the size of the group. They can be identified on site by their Habitat Trinidad and Tobago shirts and/or nametags and are there to make your volunteering experience productive and rewarding. They are happy to address any concerns you may have.

## Children

Please offer all gifts and tokens to children through Habitat personnel. It is illegal for a child to be out of school between the ages of 5 and 16, and the country has very strict child labour laws which prohibit underage persons on construction sites, so it is not likely that younger family members will be present during build hours.

## Non-construction personnel

Only Habitat personnel and Team members are allowed on the site. Please alert the Site Supervisor to the presence of persons on site who are not familiar to you.



## GENERAL VOLUNTEERING GUIDELINES

### Code of Conduct

It is Habitat for Humanity Habitat Trinidad and Tobago's aim to encourage people to work together to achieve Habitat Trinidad and Tobago's mission by creating an environment that supports the diversity of people and their ideas. Habitat Trinidad and Tobago is committed to supporting high standards of business ethics in every aspect of its operation. We recognize that people work best when they know what is expected of them and, in turn, expect volunteers to follow rules of conduct that will protect the interests and safety of all Habitat Trinidad and Tobago employees and volunteers.

While it is not possible to list all of the forms of conduct that are unacceptable when volunteering with Habitat Trinidad and Tobago, the following list provides some examples that may result in disciplinary action up to and including suspension or immediate termination of volunteer activity. Depending on the specifics of the situation and the severity of the offense, any of the levels of discipline may be bypassed and the volunteer placement may be terminated without prior warnings or suspensions. Examples include:

- Theft or inappropriate removal or possession of Habitat Trinidad and Tobago property
- Falsification of documents
- Volunteering while under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place while volunteering, or while operating Habitat Trinidad and Tobago-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Habitat Trinidad and Tobago or **another person's property**
- Disrespectful conduct
- **Failure to follow a supervisor's reasonable instructions**
- Violation of safety or health rules
- Smoking in Habitat Trinidad and Tobago buildings or on the worksite
- Sexual or other harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Inappropriate conduct/behaviour which brings discredit to **Habitat for Humanity's mission** and/or goals

### Unlawful Harassment & Discrimination

Habitat Trinidad and Tobago is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment. Habitat Trinidad and Tobago prohibits any actions, harassment, words, jokes, or **comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition, or other legally protected characteristic.** Any conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited and will be grounds for immediate disciplinary action. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones or conduct, either verbal or physical. Any volunteer who feels that he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behaviour is unwelcome. Additionally, volunteers who feel they have been harassed must immediately report the matter to Habitat **Trinidad and Tobago's Chief Operating Officer (National Director).** It is Habitat Trinidad and Tobago's belief that everyone has a right to freedom from harassment in the workplace, on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, age, record of offences, marital status, family status, handicap, or sexual orientation.

### Inter-personal Relations and Conflict Resolution

While Habitat Trinidad and Tobago wants every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings, and problems arise from time to time. Problems or concerns may arise among volunteers or between volunteers and Habitat Trinidad and Tobago staff. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made in order to resolve difficult problems. The procedure for raising a problem or concern is as follows:

1. The volunteer should directly inform the person who is the source or cause of the problem/concern that a problem/concern exists. Those involved should attempt to resolve the issue informally and independently.
2. If the volunteer does not wish to communicate directly with the person who is the source or cause of the issue or fails to satisfactorily resolve the issue after discussing it with the other party, the volunteer should then contact the National Director.

### Drug & Alcohol Use

Volunteers of Habitat Trinidad and Tobago are required to be medically (physically, emotionally and mentally) capable of performing the required work, free from the presence of illegal drugs, alcohol, or substances that diminish or impair their ability to perform the job. Any volunteer found under the influence of an illegal drug or abuse of prescription drugs, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during business hours or on affiliate property or in an affiliate vehicle will be subject to termination of their role with Habitat Trinidad and Tobago. Lastly, volunteers with a drug, alcohol or other substance dependency are urged to seek professional treatment.

### Smoking

In keeping with Habitat Trinidad and Tobago's intent to provide a safe and healthy work environment, smoking is prohibited in the Habitat Trinidad and Tobago office, on the construction site itself, and in most public buildings. In recognition of the laws of Trinidad and Tobago, any volunteer under the age of 18 is prohibited from smoking at any time on Habitat Trinidad and Tobago property or in Habitat Trinidad and Tobago vehicle.



## Gifts & Gratuities

To ensure the integrity of Habitat Trinidad and Tobago and the unbiased actions and decision making of Habitat volunteers, the acceptance of gifts and gratuities from customers, suppliers, partners or anyone Habitat Trinidad and Tobago is in a business relationship with is strictly prohibited. Further, any honoraria received by any Habitat Trinidad and Tobago volunteer for speaking on behalf of Habitat must promptly be remitted to Habitat Trinidad and Tobago National Office.

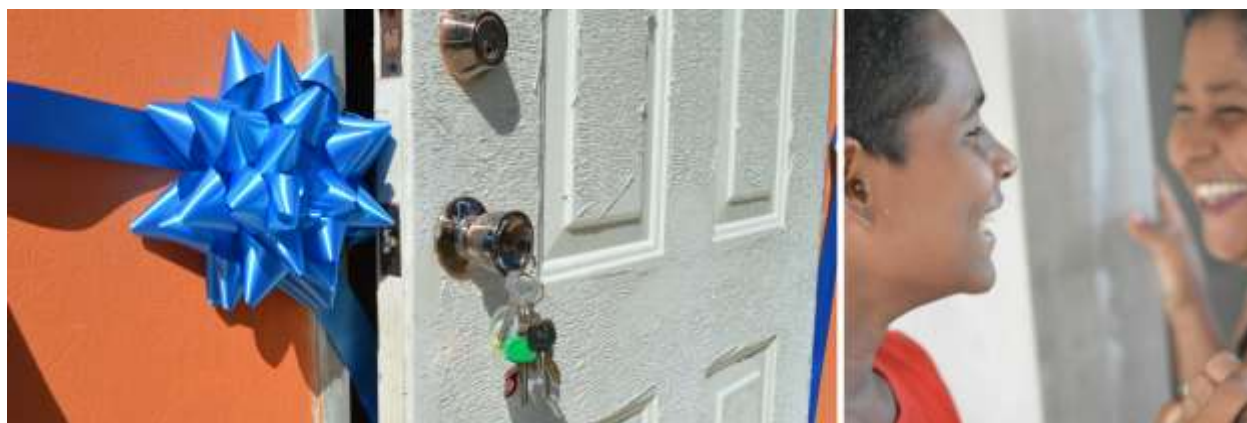
Similarly, we ask that Volunteers DO NOT offer gifts directly to the family or the community without consulting the National Office.

## Media

Members of the media are occasionally on the construction sites and at Habitat Trinidad and Tobago special events. Please keep the following things in mind if you deal with members of the media:

- If a person identifies themselves as part of the media, please refer them immediately to the Site Supervisor or Host coordinator at the Build.
- You do not have to answer any questions you are uncomfortable answering
- Do not be afraid to say that **you simply “don’t know”**- provide accurate information only
- Please refrain from commenting to the media on behalf of the organization Habitat Trinidad and Tobago - simply keep remarks limited to your personal experiences.
- You are encouraged to share your experiences with your social media network; please tag, mention or link to us at @HabitatTnT on Facebook and Twitter or any of our other networks, and use the Hashtag #habitatnt

Twitter	<a href="https://twitter.com/habitatTNT">https://twitter.com/habitatTNT</a>
Facebook	<a href="https://www.facebook.com/HabitatTNT">https://www.facebook.com/HabitatTNT</a>
LinkedIn	<a href="https://www.linkedin.com/company/habitat-for-humanity-trinidad-&amp;-tobago?trk=nmp_rec_act_company_name">https://www.linkedin.com/company/habitat-for-humanity-trinidad-&amp;-tobago?trk=nmp_rec_act_company_name</a>
Google+	<a href="https://plus.google.com/u/0/b/117292413909571686752/117292413909571686752">https://plus.google.com/u/0/b/117292413909571686752/117292413909571686752</a>
YouTube	<a href="https://www.youtube.com/channel/UC5zAXXLUBq3SvrAOohBNrYQ">https://www.youtube.com/channel/UC5zAXXLUBq3SvrAOohBNrYQ</a>
Instagram	<a href="https://www.instagram.com/habitattnt/">https://www.instagram.com/habitattnt/</a>



## SAMPLE PROGRAMME FOR ONE DAY

8:30am	Arrival and briefing
8:45am	Work begins
10:00am	Snack Break
10:10am	Resume Work
12:00pm	Lunch
12:40pm	Work continues
1:30pm	Snack Break
1:35pm	Work Resumes
3:00pm	Completion of work and Cleaning of tools

## SCHEDULE

2 <sup>nd</sup> October	Casting of ground beam – concrete work using concrete mixer (30)
4 <sup>th</sup> October	Compacting and ground filling – packing foundation with sand using a compactor to level the work area (20)
6 <sup>th</sup> October	Cast floor slab – concrete work using concrete mixer (35)
9 <sup>th</sup> October	Installation of external frame for the home – drilling, bolting frame parts together (15)
10 <sup>th</sup> October	Installation of external frame for the home – drilling, bolting frame parts together (15)
11 <sup>th</sup> October	Installation of external frame for the home – drilling, bolting frame parts together (15)
12 <sup>th</sup> October	Installation of internal frame (15)
16 <sup>th</sup> October	Install external concrete boards (16)
17 <sup>th</sup> October	Install external concrete boards (16)
18 <sup>th</sup> October	Install external concrete boards (16)
19 <sup>th</sup> October	Install internal concrete boards (16)
20 <sup>th</sup> October	Install internal concrete boards and mudding of external walls – caulking of joints between wall boards (10)
23 <sup>rd</sup> October	Mudding of internal walls – caulking of joints between wall boards (12)
24 <sup>th</sup> October	Casting of drain and apron – concrete work using concrete mixer (30)









