



DISCLOSURE MATERIALS

Certified B Corporations must complete a Disclosure Questionnaire to identify potentially sensitive issues related to the company (e.g. historical fines, sanctions, material litigation, or sensitive industry practices).

This component does not affect the company's score on the B Impact Assessment. If the company answers affirmatively to any items in the Disclosure Questionnaire and B Lab deems them to be material, the company must:

- 1) Be transparent about the disclosure issues identified on the company's public B Impact Report
- 2) Describe how the company has addressed this issue.
- 3) Demonstrate that management systems are in place to avoid similar issues from arising in the future.

In all cases, the Standards Advisory council reserves the right to refuse certification if the company is ultimately deemed not to uphold the spirit of the community.

In addition to the voluntary indication of sensitive issues in the Disclosure Questionnaire, companies pursuing Certification also are subject to background checks by B Lab staff. Background checks include a review of public records, news sources, and search engines for company names, brands, executives/founders, and other relevant topics.

Sensitive issues identified through background checks may or may not be within the scope of questions in the Disclosure Questionnaire, but undergo the same review process and are subject to the same possible review by the Standards Advisory Council, including ineligibility for B Corp Certification, required remediation, or disclosure.

This document contains a copy of the company's completed Disclosure Questionnaire and related disclosure documentation provided by the company.

DISCLOSURE QUESTIONNAIRE

Company Name: International Volunteer HQ
 Date Submitted: 06/23/2022

Industries & Products	Yes	No
Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.		
Animal Products or Services		✓
Biodiversity Impacts		✓
Chemicals		✓
Company Explanation Of Disclosure Item Flags		✓
Disclosure Alcohol		✓
Disclosure Firearms Weapons		✓
Disclosure Mining		✓
Disclosure Pornography		✓
Disclosure Tobacco		✓
Energy and Emissions Intensive Industries		✓
Fossil fuels		✓
Gambling		✓
Genetically Modified Organisms		✓
Illegal Products or Subject to Phase Out		✓
Industries at Risk of Human Rights Violations		✓
Monoculture Agriculture		✓
Nuclear Power or Hazardous Materials		✓
Payday, Short Term, or High Interest Lending		✓
Water Intensive Industries		✓
Tax Advisory Services		✓
Supply Chain Disclosures	Yes	No
Please indicate if any of the following statements are true regarding your company's significant suppliers.		
Business in Conflict Zones		✓
Child or Forced Labor		✓
Negative Environmental Impact		✓
Negative Social Impact		✓
Other		✓

Outcomes & Penalties	True	False
Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.		
Anti-Competitive Behavior		✓
Breaches of Confidential Information		✓
Bribery, Fraud, or Corruption		✓
Company Explanation Of Disclosure Item Flags		✓
Company has filed for bankruptcy		✓
Consumer Protection		✓
Financial Reporting, Taxes, Investments, or Loans		✓
Hazardous Discharges Into Air/Land/Water (Past 5 Yrs)		✓
Labor Issues		✓
Large Scale Land Conversion, Acquisition, or Relocation		✓
Litigation or Arbitration		✓
On-Site Fatality		✓
Penalties Assessed For Environmental Issues		✓
Political Contributions or International Affairs		✓
Recalls		✓
Significant Layoffs	✓	
Violation of Indigenous Peoples Rights		✓
Other		✓
Practices	True	False
Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."		
Animal Testing		✓
Company/Suppliers Employ Under Age 15 (Or Other ILO Minimum Age)		✓
Company Explanation Of Disclosure Item Flags		✓
Company prohibits freedom of association/collective bargaining		✓
Company workers are prisoners		✓
Conduct Business in Conflict Zones		✓
Confirmation of Right to Work		✓
Does not transparently report corporate financials to government		✓
Employs Individuals on Zero-Hour Contracts		✓
Facilities located in sensitive ecosystems		✓
ID Cards Withheld or Penalties for Resignation		✓
No formal Registration Under Domestic Regulations		✓
No signed employment contracts for all workers		✓
Overtime For Hourly Workers Is Compulsory		✓
Payslips not provided to show wage calculation and deductions		✓
Sale of Data		✓
Tax Reduction Through Corporate Shells		✓
Workers cannot leave site during non-working hours		✓
Workers not Provided Clean Drinking Water or Toilets		✓
Workers paid below minimum wage		✓
Workers Under Bond		✓
Other	✓	

B Corp Certification - Disclosure Questionnaire Documentation

PROVIDED BY:

International Volunteer HQ

UPDATED AS OF:

06/23/2022

DISCLOSURE QUESTIONNAIRE CATEGORY	Disclosure Industries
TOPIC	Volunteer Placement to Childcare Organizations
SUMMARY OF ISSUE	<p>International Volunteer HQ (IVHQ) provides volunteer abroad programs. The company assists developing communities by providing international volunteers to local organizations. It has organized travels for people of more than 96 nationalities. IVHQ has placed volunteers into childcare projects since it was founded 15 years ago. The company currently offers 42 childcare volunteering programs in 28 destinations worldwide.</p> <p>International Volunteer HQ contributes to developing activities and programs for its beneficiaries, that is, the children and vulnerable adults. Volunteering in childcare is one of the projects types the company offers to its volunteers.</p> <p>The main purposes of visiting childcare organizations are proving learning experiences for children as well as for the volunteers, helping students develop life skills in a safe place, and interacting with young children.</p>
SIZE/SCOPE OF ISSUE (e.g. \$ financial implication, # of individuals affected)	<p>Volunteers on our childcare programs represent 15% of all our volunteers.</p> <p>Our volunteers can choose to volunteer for 1-24 weeks. Over the last 5 years, around 8,000 people have chosen to volunteer in one of our childcare programs.</p>
IMPACT ON STAKEHOLDERS	<p>Volunteer programs at childcare organizations, if not managed appropriately, could potentially pose risks to children, such as disruption of development due to short-term connections with caregivers, as well as, risks to children's safety and well-being.</p> <p>For more information please see B Lab's position statement on Orphanage-Based Volunteer Programs.</p>

B Corp Certification - Disclosure Questionnaire Documentation

DISCLOSURE QUESTIONNAIRE CATEGORY	Disclosure Industries Cont
TOPIC	Volunteer Placement to Childcare Organizations Cont.
IMPLEMENTED MGT PRACTICES	<p>- The Child and Vulnerable Adult Protection Policy is an organization-wide policy and statement of intent. It applies to all IVHQ staff members and our operations, the operations of our partner organizations and also the actions of our volunteers,</p> <p>- IVHQ has programs that take place in a wide range of locations around the world and many of them include opportunities for volunteers to work with children. The company acknowledges its responsibility to protect children and their rights everywhere it operates. It is the right thing to do and it ensures that our volunteering programs support local needs in an ethical and effective way,</p> <p>- The company has the ""IVHQ Guidance for Selecting Childcare Volunteer Placements"". This policy stipulates the following:</p> <p>(a) The childcare organization should be registered with the relevant government bodies and should be able to demonstrate how it complies with relevant regulations, especially if children are housed overnight by the organization,</p> <p>(b) Any responsible childcare provider should always have the needs and safety of children as their number one priority, this is demonstrated by requiring background checks of the staff, supporting the rights of families, limiting volunteer numbers, maintaining personal and religious freedoms, preventing child labor of any kind,</p> <p>(c) A responsible childcare placement should also have an active education program that is focused on developing relevant social and academic skills,</p> <p>(d) A childcare provider should be able to demonstrate the positive impact that their organization has over time,</p> <p>(e) Short-term volunteers should be aware of avoiding attachment and dependency from the children,</p> <p>(f) A responsible childcare placement will ensure volunteers have the right expectations and have done the right preparation before they begin work,</p> <p>(g) A well-run childcare organization should be transparent about how they operate and open to monitoring from third parties. These third parties may include local IVHQ teams, government agencies, or non-government organizations.</p> <p>- The company has the ""IVHQ Child Protection Policy"", which addresses the company's practices to guarantee the safety and protection of the children and vulnerable people they are working alongside. IVHQ is committed to ensuring that the children and vulnerable adults are not exposed to abuse, exploitation, violence, or neglect.</p> <p>- IVHQ's recruitment process includes a background check process. All IVHQ volunteers are required to provide a criminal background check to local staff during orientation, before they can begin volunteering in the program. IVHQ reserves the right to terminate a volunteer's program if a criminal background check or reference check reveals that the volunteer is not suitable to work with children or vulnerable adults, for any reason.</p> <p>- IVHQ has a Stance on Orphanage Volunteering that states: ""While IVHQ no longer supports orphanage volunteering, we do offer other ethical volunteering opportunities for people wanting to volunteer with children. These are safe, responsible and sustainable projects, where volunteers provide much-valued support in under-resourced childcare programs that offer supervised conditions.</p> <p>- Regarding the company's active mechanisms to hold partners accountable for the aforementioned policies, IVHQ states that they have formal feedback processes that all their volunteers complete at the end of their volunteering program. These feedback forms include questions relating to the impact they have made. If volunteers rate their impact low, they always follow up with our local partner to assess why and put in place mitigation actions.</p>

B Corp Certification - Disclosure Questionnaire Documentation

DISCLOSURE QUESTIONNAIRE CATEGORY	Disclosure Industries Cont.
TOPIC	Volunteer Placement to Childcare Organizations Cont.
REPORT	<ul style="list-style-type: none"> - Childcare Volunteering Abroad Programs: https://www.volunteerhq.org/volunteer-abroad-projects/childcare/ - IVHQ Guidance for Selecting Childcare Volunteer Placements: https://www.volunteerhq.org/ivhq-guidance-selecting-childcare-volunteer-placements/ - IVHQ Child Protection Policy/Child and Vulnerable Adult Protection Policy: https://www.volunteerhq.org/ivhq-child-protection-policy/ - Our Stance on Orphanage Volunteering: https://www.volunteerhq.org/blog/orphanage-volunteering/

B Corp Certification - Disclosure Questionnaire Documentation

PROVIDED BY:

International Volunteer HQ

UPDATED AS OF:

06/23/2022

DISCLOSURE QUESTIONNAIRE CATEGORY	Significant layoffs of >20% of workforce
ISSUE DATE	March - May 2020
TOPIC	Significant layoffs due to the Covid-19 pandemic
SUMMARY OF ISSUE	As a travel business, International Volunteer HQ was severely impacted by the Covid-19 pandemic in Q1 2020. This required the company to restructure the business to remove both cost and headcount to ensure the survival of the business. Through two rounds of redundancies (in March 2020 and May 2020), the business reduced headcount from 45 in February 2020 to 12 in May 2020
SIZE/SCOPE OF ISSUE (e.g. \$ financial implication, # of individuals affected)	33 employees were laid off, representing 73% of the company's employees at that time.
IMPACT ON STAKEHOLDERS	Affected employees were made redundant, with their notice period and accrued annual leave paid out in full, with all contractual obligations satisfied.
IMPLEMENTED MGT PRACTICES	A transparent consultation process was taken with all employees around various restructuring options. The company assisted all employees with reference letters, help with writing CVs, and introductions to recruitment agencies.