

ANNEX 1: SAMPLE CODE OF CONDUCT

The Code of Conduct should be written in plain language and signed by each worker to indicate that they have:-

- received a copy of the code;
- had the code explained to them;
- acknowledged that adherence to this Code of Conduct is a condition of employment; and
- understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

To Be Signed by All Employees and Any Personnel thereof.

I, GIFT FOURPENCE JR agree that in the course of my association with the Employer, I must:

- treat children and women with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behavior towards children and women that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity (other than in the context of legal unions that took place between parties under the laws of the country), including paying for sexual services or acts;
- Not engage sexually with any woman, in a situation, without mutual consent
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children into my place of residence, unless they are at immediate risk of injury or in physical danger;

- Not invite women into my place of residence if this is not acceptable by the code of ethics of the company;
- Not sleep close to unsupervised children unless necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones, video cameras, cameras, or social media appropriately, and never exploit or harass children or access child exploitation material through any media;
- Not use physical punishment on children and women;
- Not hire children for domestic or other labor, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Comply with the code of ethics of the company and all relevant local legislation, including labor laws related to child labor and behavior;
- Immediately report concerns or allegations of child and women exploitation and abuse and policy non-compliance under appropriate procedures;
- Immediately disclose all charges, convictions, and other outcomes of an offense, which occurred before or occurred during my association with the Employer that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this, I must explain how the photograph or film will be used;
- Ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.

Children should be adequately clothed and not in poses that could be seen as sexually suggestive;

- Ensure images are honest representations of the context and the facts;
- Ensure file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form;

I understand that the onus is on me, as a person associated with the Employer, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed: GPR

Date: JAN 01 2022