

CHILD PROTECTION CODE OF CONDUCT

I, _____ agree that in the course of my appointment or association with Gawad Kalinga Foundation, Inc.,

I Will:

- Comply with local, national, and international child protection laws.
- Treat all children and young persons with respect regardless of their ethnicity, gender, language, disability, religion, political or other opinion, as well as their social and economic status.
- Provide a welcoming, inclusive, and safe environment for all children, young persons, parents, employees, and volunteers.
- Develop, encourage, and maintain a non-defensive attitude and an open culture to which children, young persons, parents, and volunteers can speak up about issues that affect them.
- Respect each child's boundaries and help them to develop their own sense of their rights, as well as, helping them to know what they can do if they feel that there is a problem.
- Ensure that, whenever possible, another adult is present when I am working with children, or in the proximity of children.
- Advise my superior/manager of my involvement any situation where my actions could be misinterpreted.
- Advise my supervisor/manager if I am involved in any situation which would be likely to bring the Foundation into disrepute, and
- Advise my supervisor/manager if I am investigated for any crime or charged with any criminal offense.

I Will Never:

- Use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual in nature – when speaking with or whilst in the presence of a child or young person.
- Engage in behavior to shame, humiliate, belittle, or degrade a child or young person, or otherwise emotionally abusive to a child or young person.
- Act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services.
- Hold, kiss, cuddle, or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Condone or participate in, behavior which is illegal, unsafe, illegal, or abusive.
- Spend time outside work requirements with any child or young person connected with Gawad Kalinga Foundation, Inc. programs.
- Do things for children of a personal nature that they can do for themselves such as toileting them or changing their clothes.
- Sleep in the same room or bed as a child, or have children stay overnight in my home.
- Access or create sexually abusive images of children, and
- Use computers, mobile phones, video, or digital cameras, or any other technology for the purpose of exploiting or harassing children.

Before photographing or filming children for work or personal related purposes, I will:

- At minimum obtain and document verbal consent from children and/or their parent or guardian and explain how the photograph or film will be used.
- Ensure photographs, films, videos 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 perceived as sexually suggestive.
- Ensure images are honest representations of the situations and the facts.
- Ensure the identities of children and youth people in the photograph and electronic images are not disclosed.
- Ensure these files are stored securely and access is limited for social media sites: not publicly available, not available for reposting, limited exclusively to known contacts.

I confirm that I have read and understood Gawad Kalinga Foundations, Inc.:

- Child Protection Code of Conduct.

I agree to comply with the Policy and Code of Conduct.

I understand that a breach of this policy and code may provide grounds for my appointment or association with the foundation to be terminated. I also understand that a breach of the Policy or Code of Conduct could result in criminal prosecution.

I understand that it is my responsibility as a person associated with Gawad Kalinga Foundation, Inc. to use common sense and avoid actions or behaviors that are abusive or exploitative of children or young people, or could be construed as such.

I authorize Gawad Kalinga Foundation, Inc. to undertake any necessary inquiries, including criminal record checks and reference checks as part of my appointment or association with the organization.

Signature over Printed Name

Date

**Volunteer Code of Conduct**

Gawad Kalinga Community Development Foundation Inc. (Known as “GK”) volunteers are expected to behave with respect and proper etiquette, contributing to a positive professional and personal experience. However, there have been incidents where the actions of volunteers have caused considerable distress to the organization, colleagues, and the local communities they work in, as well as, to the GK full time workers. To mitigate these situations, we request that volunteers review, acknowledge, and comply with the following requirements.

As a GK volunteer, I agree to:

- Act in good faith and solidarity with Gawad Kalinga Foundation, Inc., other GK volunteers, and GK full time workers.
- Learn about and respect local cultural and social norms, traditions and values, especially in regard to appearance and dress, behavior, language use, alcohol, drugs, politics, religion, and sexual relations.
- Observe the national and local laws and regulations in force in the community and/or area of assignment.
- Be flexible, open-minded, and adaptive to change to meet the needs of the Foundation.
- Be responsible for my own learning, health, and well-being.
- Be discreet with confidential and/or sensitive information.
- Refrain from engaging in the participation in local political and partisan activities.
- Work within the conditions of employment and time-keeping arrangement identical to those of colleagues.
- Be transparent in my work and observe the principles of a good work ethic: Professionalism, Respectfulness, Dependability, Accountability, Integrity, and Teamwork.
- Refrain from participation in, or support of, fraudulent or illegal activities.
- Give or Receive money, gifts, honours, decorations, or favors.
- Make known any potential issues of conflict of interest to those supervising my placement.
- Observe the conditions of service as a Volunteer with Gawad Kalinga Foundation, Inc.
- Adhere to all other current GK Policies in regard to personal and professional conduct.

I have read, understood and I am committed to comply with the conditions and implications of the GK Handbook and the Code of Conduct for the duration of my service as a GK volunteer.

Signature over Printed Name

Date