

Hope for Cambodian Children Foundation (HfCCF) Staff Code of Conduct

It is important that all staff of HfCCF fulfill their legal and moral obligations in their treatment of everyone that they work with or manage. In particular, this refers to mothers, children, teenagers and young adults. To fulfill their obligations, all HfCCF staff must work within the rules and guidelines set out below: -

IN RELATION TO:

❖ HfCCF PROGRAMS:

1. Act in the best interest of all HfCCF programs.
2. Respect the rights of all children as written in the United Nations Convention on the Rights of the Child (1991) and commit to promoting these rights.
3. Create and maintain a safe, healthy, happy environment and respect everyone.
4. Work to ensure all families, children or teenagers are not discriminated against on the basis of their gender, sexual orientation, economic status, family situation, lifestyle or religion.
5. Ensure that the HIV status of anyone working for, or under the care of, HfCCF is kept confidential.
6. Help create and maintain an environment free of fear, harassment and violence.
7. Communicate with staff members and all of those under our care with respect and care, never use inappropriate language or gestures.
8. Never engage in any form of physical, sexual or emotional abuse, neglect or bullying.
9. Any form of physical relationship with any child, or young adult, under the care of HfCCF is strictly forbidden, and against Cambodian Law. Police may be involved if this rule is broken.
10. Any form of working relationship (whether paid or unpaid) with any child or teenager under the care of HfCCF is strictly forbidden.
11. Do not engage in any form of sexual relationship with any children. Sexual language, flirting, and inappropriate gestures is strictly forbidden.
12. Immediately report any concerns you may have in relation to a child or the behavior of any staff member, visitor or volunteer.
13. Do not smoke or drink alcohol within the boundaries of the HfCCF Community Centre or arrive for work under the influence of alcohol or illegal drugs.
14. Gambling or playing cards is not permitted within the HfCCF Community Centre.
15. Hitting or raising a hand to a child, staff member, visitor or anyone under the care of HfCCF is not allowed under any circumstances. Instant dismissal will follow.
16. Staff are encouraged to ensure children, teenagers and all visitors behave and follow the rules of the HfCCF Community Centre.
17. Staff must respect the privacy of all other staff.
18. When visiting families, permission by the families must be first granted before you enter their home.
19. No member of staff, volunteer or visitor is ever allowed to sleep at the HfCCF Community Centre unless they have prior written approval from HfCCF's Director or the In-Country Director.
20. Staff must respect the privacy of children, teenagers and all visitors while using our bathrooms.
21. Support all of the Rules and Regulations of the HfCCF Community Centre.
22. Always be a good role model for HfCCF.
23. Ensure that all students or visitors do not watch inappropriate material on the internet.

- 24. Never give students HfCCF's internet password.
- 25. Do not wear your HfCCF uniform out privately.

❖ **STAFF, VISITORS AND THE COMMUNITY:**

- 1. Encourage all staff to act in accordance with this code and to take action if they see any misbehavior.
- 2. Build good relationships based on trust, respect and honesty. Work with staff as one team.
- 3. Make every effort to use constructive methods to manage differences of opinion.
- 4. Never engage in gossip, rumours or lies.
- 5. Respect all staff and treat each other equally.
- 6. Develop a positive relationship with the local communities.
- 7. Ensure that children and individuals from the local community are treated kindly.
- 8. Ensure that all visitors (Khmer and Foreigners) sign in and that the security guards are aware of their presence. They must wear a visitors tag.
- 9. Monitor visitors to ensure that they are not left alone with children.

❖ **WORK AND HFCCF MANAGEMENT:**

- 1. Understand and agree to work as per your work contract and job description.
- 2. Accept additional work tasks that are requested by the HfCCF's Director or the In-Country Director.
- 3. Attend staff meetings to openly discuss ideas. In the case of problems to help find solutions together.
- 4. The HfCCF Community Centre and the Australian Foundation will not be held responsible for lost or stolen property. It is the responsibility of all staff to take care of their personal belongings.
- 5. Ensure that correct working hours are maintained, being on time is very important.
- 6. Ensure that your work is productive and efficient.
- 7. Report any issues or problems to your leader, the HfCCF's Director or the In-Country Director confidentially will be respected.
- 8. Submit requests for permission of leave days on the correct forms to your Leader.
- 9. Give as much notice as possible for days off and sick leave.
- 10. Use your sick leave days honestly.
- 11. Sign in when arriving and sign out when leaving the HfCCF Community Centre.
- 12. Ensure the buildings and grounds of the HfCCF Community Centre are treated with care.
- 13. Keep your work station clean and tidy at all times.
- 14. Ensure all property and supplies belonging to HfCCF are treated with care and used properly and safely.
- 15. Staff must wear appropriate, professional clothing during working hours and they must always wear their HfCCF staff ID Tag.

I have read and understood the requirements of the Staff Code of Conduct and agree to comply with the rules set out in the Code.

Staff Name: _____ Staff Signature: _____ Date: _____

Team Leader's Name: _____ Team Leader's Name: _____ Date: _____

HfCCF's Director: _____ HfCCF's Director Signature: _____ Date: _____