

## **SAFEGUARDING POLICY**

### **11. Code of conduct**

TOCH demands an exemplary standard of conduct and behavior from all its employees and for that matter all TOCH staff and volunteers shall sign a code of conduct while signing the employment contract. This is to enforce team work in the organization which deem very key in fulfilling the organizational objectives. Acts for which staff shall be liable to disciplinary action include but not limited to, late coming, absence from work without permission, inefficiency or negligence in performance, corruption/fraudulent practices such as conflict of interest, stealing or receiving bribes, forgery, authorization communication outside TOCH, insubordination, conviction for a criminal offense/ any other behavior contrary to the code of code of conduct of TOCH. TOCH shall not tolerate any cases any cases of sexual exploitation or harassment and child abuse, these criminal offences and therefore any staff suspected of any of these shall be forwarded to the government authorities for investigations and during this period the accused person shall be suspended from any TOCH activities and shall not be allowed in the organizational compound.

### **12. Safeguarding**

Our commitment is that all TOCH stakeholders have a common commitment to protect all children from abuse and exploitation and taking the necessary actions when children are in such situations the abuse of children happens throughout the world and its worse in situation of civil war. TOCH commits to improve the situation of Children through promotion of their rights as set out in the UN Convention on the Rights and welfare of Child and South Sudan Act, SSAC) 2018 AND African Charter on the Rights and Welfare of the Child.

### **13. Protection from Sexual Exploitation and Abuse (PSEA)**

TOCH has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staffs are required to adhere to the core principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to the Core principles of PSEA is an essential requirement of all staffs.

**ACCEPTANCE:**

By signing this contract, I have read, Understood and agree to abide by the terms and conditions stated in this contract.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship with TOCH: \_\_\_\_\_

Relationship categories include:

1. Current Staff
2. Prospective Staff
3. Volunteer / Intern
4. Community Committee Member
5. Consultant
6. Contractor
7. Other (specify