

Code of Conduct Policy

All employees will abide by the following rules and regulations of CDL Office Management.

1. All employees will reach CDL office on 9'o clock. Those employees who did not reach in time, half day salary will be deducted from their salaries.
2. All employees will follow the orders of the CDL management; otherwise, disciplinary action will be taken against them.
3. All employees will perform his / her duties honestly and will not interfere in the affairs of others.
4. All employees will perform assigned tasks in time.
5. To create a congenial working environment, all employees will keep their mobiles on silent.
6. In case of leaving the CDL Job, the employee will inform the CDL management before 15 days.
7. All employees will attend weekly progress meeting at 3:30 pm every Friday.
8. No grouping is allowed. Those that are found guilty of it will face disciplinary action.
9. Protecting children's rights and their best interests.
10. Placing the child as the first priority when dealing with all identified or suspected cases of child abuse.
11. Empowering and educating children on their rights, personal safety and steps they can take, if there is a problem.
12. All Employees will sign the declaration of compliance with Protection form Sexual Exploration and Abuse (PSEA) which is part of the code of conduct.

DECLARATION OF COMPLIANCE WITH PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE

1. Special measures for Protection from Sexual Exploitation and Abuse (PSEA)

Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and have always been unacceptable behavior and prohibited conduct for Canvas Dev Leads (CDL) staff, vendor or interns etc. Such conduct is prohibited by the CDL Staff Regulations and Rules.

In order to further protect the most vulnerable populations, especially women and children, the following specific standards which reiterate existing general obligations under the Canvas Dev Leads (CDL) Staff Regulations and Rules, are promulgated:

- a) Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal;
- b) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence;
- c) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- d) Sexual relationships between Canvas Dev Leads (CDL) staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the Canvas Dev Leads (CDL) and are strongly discouraged;.
- e) Where a CDL staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not and whether or not within the Canvas Dev Leads (CDL) system, he or she must report such concerns via established reporting mechanisms;
- f) Canvas Dev Leads (CDL) staff are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers at all levels have a particular responsibility to support and develop systems that maintain this environment.

Written undertaking will be received from those entities or individuals that accept these standards. The failure of those entities or individuals to take preventive measures against sexual exploitation or sexual abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred, shall constitute grounds for termination of any cooperative arrangement with the Canvas Dev Leads (CDL).

2. Failure to Compliance with PSEA

Compliance with PSEA is a requirement for selection, award and appointment of contracts with Canvas Dev Leads (CDL). Failure to comply with the PSEA guidance will render null and void any contractual obligations.

Declaration of Compliance with PSEA

I..... / Solemnly declared that during the execution of the project (with CDL) I will ensure full compliance with the above-mentioned special measures mentioned in the above code of conduct and clauses for protection from sexual exploitation and sexual abuse and child safeguarding. I have read, understood and agree to the declaration of compliance with Protection from Sexual Exploitation and Abuse.

Signed:

Name:

Position:

Date: