

**Ethiopian Orthodox Church Development and Inter- Church Aid
Commission (EOC-DICAC)**



Prevention on Sexual Exploitation and Abuse Policy



**November, 2019
Addis Ababa**

The Policy Statement on PSEA

1. Background Information

The Ethiopian Orthodox Church Development and Inter-Church Aid Commission (EOC-DICAC) is development wing of the Ethiopian Orthodox Tewahido Church; established in 1972 by legal notice No.415. The organization has also been re-registered by the Charities and Civil Societies Agency as local organization in July, 2019 with registration number 1560.

EOC-DICAC envisions ending hunger in the country and all people live in dignified circumstances in a just and sustainable environment. Since its establishment, it has been implementing humanitarian and development projects in various parts of the country

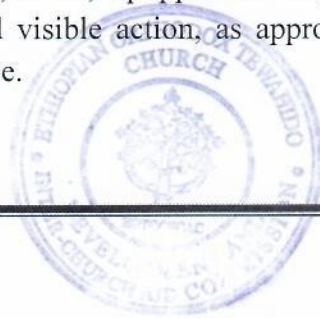
EOC-DICAC believes that all people have the right to be safe at all times, and that all people have equal rights to protection from all forms of abuse. EOC-DICAC is also committed to providing a safe environment for all its employees and beneficiaries free from discrimination on any ground and from harassment at work including sexual harassment.

EOC-DICAC will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will be subjected to disciplinary action, up to and including dismissal from the organization. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

EOC-DICAC, in its longtime engagement in humanitarian and development interventions recognizes that abusing of vulnerable groups is common phenomenon worldwide, especially in the developing countries like Ethiopia. EOC-DICAC in this regard commits to contribute to the national efforts of providing a safe caring and trusting atmosphere, where everyone can learn, grow and live in dignity and free from any form of sexual exploitation and abuse.

Putting in place and implementing sexual exploitation and harassment Policy is believed to have a paramount importance in this regard. The implementation of this Policy on the Prevention of Sexual Exploitation and Abuse (PSEA) among other things would help to reduce the risk of various forms of sexual exploitation and abuses and to enhance the awareness of stakeholders' civil society organizations and the public at large about the issue.

In areas, where EOC-DICAC staff and others travel and work, the organization will adhere to and be governed by national and international protection laws and conventions in relation to the protection of women, girls, children and others from all forms of abuse and exploitation. Generally, EOC-DICAC provides a trusted, respectful and inclusive environment where the people it serve and those who work for the organization feel safe, heard, equipped and empowered to speak up for themselves and others and to take vigorous and visible action, as appropriate, to eradicate any forms of sexual exploitation, harassment and abuse.



2. Objective and Scope of the Policy

The main purpose of this policy is to promote greater accountability and outline the key responsibilities of all EOC-DICAC staff. The aim is that the human rights of all staff as well as every stakeholder, beneficiary and community member whom EOC-DICAC seeks to assist should be respected. All staff must be mindful that each and every action, including engaging passionately or sexually with a community member or right holders, in whatever context can have repercussions for the fate of many.

This policy is also aimed at increasing awareness and prevents misconduct, including sexual exploitation, abuse and harassment by providing clear guidance to address these issues.

Adherence to this policy is a mandatory requirement for all EOC-DICAC staff at all levels (national, regional and projects at the grass root), volunteers, contractors, donors, representatives, consultants, advisors and those visiting EOC-DICAC. All staff and others engaging with EOC-DICAC will be made aware of the PSEA policy and their responsibilities as stated in the policy during their orientation.

3. Definition of Terms

Harasser: A person who cause repeated emotional pain, distress or annoyance to another. The behaviors of a harasser is mostly humiliates or embarrasses a person. The stressor uses mostly unwanted and unwelcome words, deeds, actions, gestures, symbols, or behaviors of a sexual nature that make the target feel uncomfortable.

Person of Concern in the policy mean all EOC-DICAC staff at all levels (national, regional and projects in the grass root), volunteers, contractors, donors, representatives, consultants, advisors and those visiting EOC-DICAC and direct and indirect beneficiaries of projects or programs of the organization.

Sexual Exploitation is defined as an actual or attempted abuse of someone's position of vulnerability (such as a person demanding support for survival, like food rations and school books, transport or other services), differential power or trust, to obtain sexual favors, including but not only, by offering money or other social, economic or political advantages. It includes trafficking and prostitution.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions. It includes sexual slavery, pornography, child abuse and sexual assault.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Sexual harassment is particularly serious. It can interfere with work, be made a condition of employment or create an intimidating, hostile or offensive environment. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment,



as well as situations which create an environment which is hostile, intimidating or humiliating for the right holders or recipient of services.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual exploitation, abuse or harassment, regardless of their sex and of the sex of the harasser. EOC-DICAC recognizes that sexual harassment, exploitation or abuse may occur between regardless of the sex of the harasser or the harassed. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

EOC-DICAC recognizes that sexual exploitation, abuse or harassment is a manifestation of power relationships and often occurs within unequal power relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of EOC-DICAC clients, customers, casual workers, contractors or visitors who sexually harass another will be reprimanded in accordance with this internal



policy and depending on the incident the case can also be forwarded to criminal courts for further investigation and punishment of the perpetrators.

As EOC-DICAC works in humanitarian, development and peace building activities both with locals and refugees and returnees, due emphases will be made for the protection, safety and wellbeing of its beneficiaries and staff members. All sexual harassment, abuse and exploitation is prohibited whether it takes place within EOC-DICAC premises or outside including at social events, business trips, training sessions or conferences sponsored by EOC-DICAC.

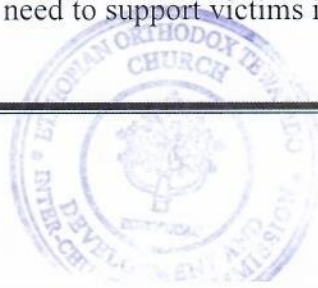
4. EOC-DICAC's commitment

EOC-DICAC's commitment to the prevention of sexual exploitation and abuse to the person of concern among other things will be demonstrated by the following:

- **Awareness:** EOC-DICAC ensures that all staff and partners as well as stakeholders involved in projects are aware of the problem of sexual exploitation, harassment or abusive to person of concern.
- **Prevention:** EOC-DICAC will ensure, through awareness and good practice, that EOC-DICAC staff and stakeholders minimize the risks to both the staff and the right holders.
- **Reporting:** EOC-DICAC we will ensure that staff and partners are clear on what steps to take where concerns arise regarding the safety of both the staff and the beneficiaries.
- **Responding:** EOC-DICAC will ensure that action is taken to support and protect the staff and beneficiaries where concerns of abuse arise.

Further to the above, EOC-DICAC will:

- take positive steps to ensure the protection of beneficiaries who are the subject of any concerns;
- act appropriately and effectively in instigating or cooperating with any subsequent process of investigation;
- listen to and take seriously the views and wishes of the staff and beneficiaries; and
- Work in partnership with parents/careers and/or other professionals to ensure the protection of the staff and beneficiaries from sexual exploitation and abuse.
- Depending on the situation, the organization will refer the survivors for additional psychosocial supports.
- EOC-DICAC recognizes that because sexual exploitation, abuse or harassment often occurs in unequal power relationships within the workplace, victims often feel that they cannot come forward. EOC-DICAC understands the need to support victims in making complaints.



- Any staff member of EOC-DICAC purposely making false accusation of a breach to this EOC-DICAC PSEA policy will be subject to disciplinary measure as stipulated in the human resource manual.

5. Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. EOC-DICAC recognizes that sexual exploitation, abuse or harassment may occur in unequal power relationships (i.e. between a supervisor and his/her employee, between the service provider and service recipient) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members or committee members responsible for receiving complaints of sexual harassment.

Staff, rights holders, community members and other stakeholders must be able to lodge their concerns without fear of reprisal or unfair treatment as a consequence of complaining. As far as possible, EOC-DICAC will do its utmost to ensure that complaints are handled with confidentiality and without risking the complainant and other witnesses or any form of reprisal and/or harassment as a result of highlighting a genuine problem.

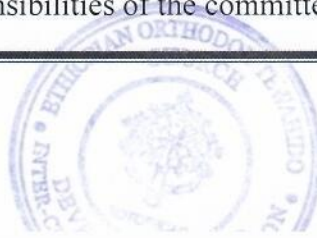
Confidentiality is crucial to achieving satisfactory results, because it protects the complainant, the subject of the complaint and other witnesses. The fact and nature of the complaints, the identities of those involved and documentation resulting from the investigation therefore remain confidential and are only shared on a need-to-know basis in order to conduct the necessary investigation or provide care/ expert advice to the survivor(s).

Throughout the complaints procedure, a victim is entitled to be helped by a counselor within the EOC-DICAC. EOC-DICAC will nominate a number of counselors and provide them with special training to enable them to assist victims of sexual harassment.

6. The Complainants handling Committee

In its structure, EOC-DICAC has departments, project coordination or liaisons office in different regions and project offices that closely work with the community. Hence, it is important to have a committee at the head office of which each department is represented. This committee will be responsible to receive, investigate and finally provide recommendations on sexual exploitation, harassment, abuse on children, youth, adults and other persons of concerns to EOC-DICAC commissioner or archbishop. The committee is accountable to the EOC-DICAC commissioner and the Archbishop.

The committee at EOC-DICAC must commence investigation as soon as substantial suspicion of (sexual) exploitation, abuse and/or harassment is reported to either of the department or section through different complaints mechanism. The responsibilities of the committee are the following:



- To make sure that reported allegations of sexual exploitation, abuse and/or harassment are handled, investigated and concluded according to EOC-DICAC procedures and processes for handling sensitive complaints stipulated in its HR manual.
- When handling sensitive complaints, the complaints committee will consider the safety of the survivor and witnesses as well as any other stakeholders directly or indirectly related to the incident. The need for legal advice and support is also evaluated, including a consideration of whether the parties involved should have individual legal advice.
- To recommend on appropriate disciplinary action whenever (sexual) exploitation, abuse and/or harassment is adequately documented and proven and hand over to the commissioner.
- In cases where a criminal act is suspected as per the recommendation of either the commissioner, to hand over the complaint to the competent authorities.

7. Sanctions and disciplinary measures

Zero tolerance of sexual exploitation, abuse and harassment: EOC-DICAC does not tolerate any form of sexual exploitation, harassment, and abuse, nor does it tolerate possession or access to any material that is abusive towards the staff and the people it is supposed to assist. EOC-DICAC will not knowingly engage anyone who poses a direct risk to its staff or beneficiaries. Anyone who has been found to have sexually abused, harassed exploit another person under the terms of this policy is liable to any of the following sanctions as per the human resource manual.

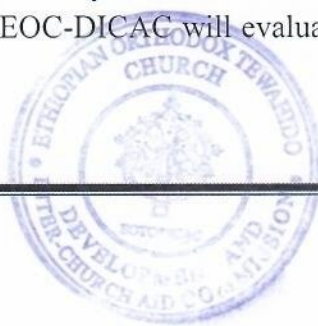
- suspension
- dismissal

8. Implementation of this policy

EOC-DICAC will ensure that this policy is widely disseminated to all persons of concerns in the organization. All new employees must be trained on the content of this policy as part of their induction into the organization. Every year, EOC-DICAC will require all employees to attend a refresher training course on the content of this policy. It is the responsibility of every head or manager to ensure that all his/her employees are aware of the policy.

9. Monitoring and evaluation

EOC-DICAC recognizes the importance of monitoring this policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Section, division and department heads, complain handling committee and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, EOC-DICAC will evaluate the effectiveness of this policy and make any changes needed.



Key terms and definitions

Child or minor: a person under the age of 18 (as defined by the Convention of the Rights of the Child).

Child safeguarding the set of internal facing, business critical policies, procedures and practice that EOC-DICAC employs to ensure that it is child safe. This includes ensuring that:

- All staffs behave appropriately towards children and never abuse the position of trust that comes with their employment.
- All staffs are aware of and respond appropriately to issues of child abuse and the unlawful exploitation of children.
- EOC-DICAC creates a child-safe environment in all activities by always assessing and reducing potential risks to children.
- All staffs are driven by the duty of care to children.

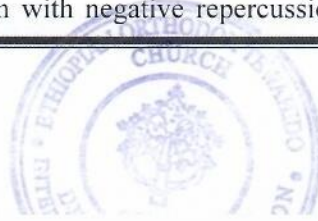
Complainant: the person making the complaint, including the alleged survivor of the misconduct or another person who becomes aware of possible misconduct. Staffs have an obligation to report any knowledge, suspicions, or concerns of breaches of this Code of Conduct. This includes any suspicion of sexual exploitation and abuse.

Corruption: abuse of trust, power or position for improper gain.

Dependents: any individual accompanying a staff member and living in premises that are rented or belong to the organization.

Discrimination: exclusion of, treatment of, or action against an individual based on social status, race, ethnicity, caste, color, religion, gender, age, marital status, national origin, political affiliation or disability.

Exploitation: using one's position of authority, influence or control over resources, to pressure, force or manipulate someone by threatening or coercing them with negative repercussions such as withholding



project assistance, not giving due consideration to a staff member's work support requests, threatening to make false claims about a staff member in public, etc.

Fraud: an intentional distortion, deceit, trickery, and perversion of truth or breach of confidence, relating to EOC-DICAC financial, material, or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal deception or the use of false representations to gain an unjust advantage.

Informed consent: permission given with reasonable knowledge of the risks involved potential consequences and available alternatives.

Misconduct: any breach by staff of applicable national or international law as well as contraventions of EOC-DICAC internal rules or policies including this Code of Conduct, regulations or other instructions issued by the relevant manager or authority including contextualized security provisions and harassment policies.

Protection: ensuring that individual basic human rights, welfare and physical security are recognized, safeguarded and protected in accordance with international standards.

Sexual Abuse: the actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.

Sexual harassment: any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily from the act of sexual relationship of another.

Staff or person of concerns: refers to but is not limited to all permanent and temporary staff, their 'dependents' (as defined in this document), interns, consultants, observers, volunteers, and all individuals working for or representing EOC-DICAC.

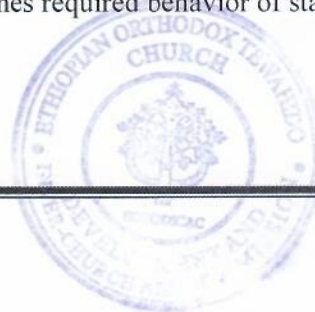
1. Introduction

Ethiopian Orthodox Church; Development and Inter Church Aid Commission as a faith Based national Organization has a common commitment to prevent misconduct and to safeguard children. The tasks of EOC-DICAC together with their partners support or implement humanitarian, development and advocacy works in different Part of Ethiopia. Staffs of EOC-DICAC are personally and collectively responsible for upholding and promoting the highest ethical and professional standards in their work.

The management of every EOC-DICAC departments has a responsibility to ensure that all staffs are aware of this Code of Conduct, that they understand what it means in concrete behavioral terms and how it applies to their program context.

The Code of Conduct applies to all the work performed by all Ethiopian Orthodox, Development and Inter Church Aid Commission departments' and defines required behavior of staff.

2. Scope and purpose.



The main purpose of this Code of Conduct is to promote greater accountability and outline the key responsibilities of staff. It seeks to protect all staff as well as every community member whom the EOC-DICAC seeks to assist. All staff must be mindful that each action in the respective context can have repercussions for the fate of many.

The following standards apply to all staff, including but not limited to all permanent and temporary staff, their dependents, interns, consultants, observers, volunteers, and any other individuals working for or representing EOC-DICAC.

3. Standards of behavior

The main purpose of this code of conduct is to promote greater accountability and outlines the key responsibilities of the staff. It seeks to protect all staffs as well as every community members whom the organization seeks to assist. All staffs must be mindful that each action in the respective context can have an impact on the fate of many.

The following standards apply to all staff including but not limited to all permanent and temporary staff, their dependents, interns, consultants, observers, volunteers, elected representatives and any other individuals working for or representing EOC-DICAC.

- a) Respect and promote fundamental human rights without discrimination and act with integrity.
- b) Respect and abide by national and international laws.
- c) Treat all communities EOC-DICAC seeks to assist (including crisis-affected populations, internally displaced persons and refugees), fairly and with respect, courtesy, dignity and according to international laws and standards.
- d) Positively represent EOC-DICAC.
- e) Maintain an environment that prevents misconduct and promotes the implementation of this Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.
- f) Promote safe and confidential reporting of serious concerns about suspected misconduct.
- g) Report immediately any knowledge, concerns or substantial suspicions of breaches of this Code of Conduct or to her/his line manager. Be aware that failure to disclose or knowingly withholding information about any reports, concerns or substantial suspicions of breaches of this Code of Conduct constitutes grounds for disciplinary measures.
- h) Cooperate when requested with any investigation into alleged breaches related to this Code of Conduct.

4. Misconduct

Any breach of this Code of Conduct is a form of misconduct, and, if substantiated, will lead to disciplinary measures up to and including termination of employment and/or legal action if required as per EOC-DICAC personnel manual.

A. Violations of rules or regulations

Staff must not violate any internal rules or regulations, including but not limited to the following.



Staff must:

- i. Refrain from using or carrying about their person or in their luggage any weapons or ammunition.
- ii. Use IT technology for the appropriate professional or private use, ensuring not to violate this Code of Conduct.
- iii. Protect and safeguard any personal information collected from communities that could put them at risk.
- iv. Specifically for a child or children (including social media activities):
 - a) Obtain written permission or verbal informed consent from a parent/guardian of a child when taking a picture of a child in a portrait or individually or when extensive reporting is made of a child, and the child's face or name is visually identifiable in the photo/film footage. As part of this the general way in which the photograph or film will be used must be explained and the extent of the accompanying identification information agreed. (NOTE: where informed consent cannot be reasonably obtained, staff must limit the identifying details of the photographed subject.)
 - b) Obtain written permission or verbal informed consent from parents/guardians of children (ideally to be secured in advance of trip) when taking pictures/filming groups of children. As part of this, the general way in which the photograph/film will be used must be explained and the extent of the accompanying identification information agreed. (NOTE: Where photos/films that include children are taken spontaneously or unexpectedly, or where informed consent cannot reasonably be obtained, such as photographs/films footage of people escaping emergencies or of people taken from a distance, children should in these cases not be identifiable through the information accompanying the photo/film footage).

Staff must never:

- i. Discriminate against any individual.
- ii. Visit bars, restaurants or other premises where minors are exposed to unlawful activities.
- iii. Drive a vehicle when under the influence of alcohol or other substances.
- iv. Drink alcohol or use any other substances in a way that affects her/his ability to carry out her/his role or affects the reputation of EOC-DICAC.

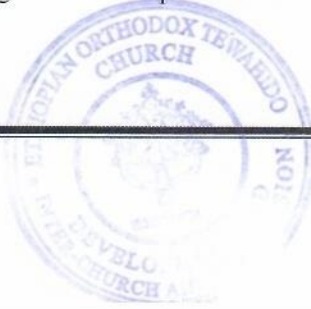
B. Sexual Exploitation and abuse

To protect all stakeholders in all situations, staff shall, while on duty and off duty, adhere to the following compulsory standards of behavior:

Staff must:

- i. Inform his or her line manager when engaging in a long-term relationship with a member of the community which is benefitting from a development or advocacy programme and/or with another staff member of EOC-DICAC to prevent perception of a conflict of interest in undertake long-term development work. The relevant EOC-DICAC department management is the sole decision-maker on distinguishing a crisis from a long-term development situation.

Staff must never:



- i. Commit sexual abuse and/or harassment; engage in any act of sexual abuse/harassment.
- ii. Engage in any asexual abuse/harassment with a child or children regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- iii. Act in ways that may place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviors and actions that are prohibited include, but are not limited to, using inappropriate language or behavior when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, and trafficking.
- iv. Exchange money, employment, goods or services for sexual abuse, or other forms of humiliating, degrading or exploitative behavior. This includes the buying of or profiting from sexual abuse as well as exchange of assistance that is due to right holders for sexual favors.
- v. Exploit the vulnerability of any target group in the context of development, humanitarian and advocacy work, especially women and children, or allow any person/s to be put into compromising situations. Never abuse a position to withhold development or humanitarian assistance, or give preferential treatment; in order to solicit sexual favors, gifts, payments of any kind, or advantage.
- vi. Engage in sexual relationships with members of crisis-affected populations given their increased vulnerability and since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of aid work.

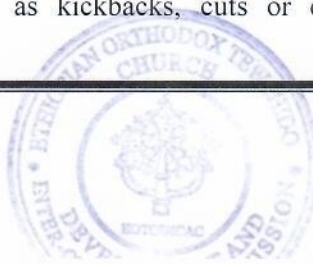
C. Fraud, corruption and unethical business practices

Staff must:

- i. Be transparent, accountable and honest in all work-related financial transactions. Budget leftovers must be re-allocated and approved in a transparent way.
- ii. Ensure that financial and other resources are used solely for the intended purpose.
- iii. Conduct all business in accordance with national and international laws and standards.
- iv. Declare any known or potential conflicts of interest to their line manager (e.g. direct relationship with service provider or suppliers of goods for humanitarian or development programmes, etc.).
- v. Always strive for the highest health, safety and environmental standards in all programme work.
- vi. Ensure, where possible, that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.

Staff must never:

- i. Steal, misuse or misappropriate funds, property or any other income.
- ii. Engage in abusive transactions, forging of documents, money laundering, taking of commission.
- iii. Take part in activities that generate personal, organizational or collective profit such as buying or selling when such activities may affect, or appear to affect the organization.
- iv. Share the profits such as kickbacks, cuts or discounts for improper personal or organizational benefits.



- v. Accept any gifts or other favors that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment, material goods, among others. In order to respect national and local traditions and conventional hospitality, minor tokens and gifts can be accepted.
- vi. Use illegal labor, child labor or forced labor.
- vii. Use or distribute known unsafe products or supplies in any development or humanitarian setting.

5. Complaints and disciplinary procedures

A. Complaints

A complaint can be submitted via email, letter or telephone or in person. Complaints should preferably be submitted by email to eoc.dicac@ethionet.et If a staff member purposely makes false or misleading allegations on any action by another staff, this is considered misconduct and will be subject to disciplinary action at the discretion of the employer as per EOC-DICAC human resource manual.

B. Non retaliation and confidentiality

Stakeholders must be able to lodge their concerns without fear of reprisals or unfair treatment. As far as possible, the organization will do its utmost to ensure that complaints are handled with confidentiality and without risking effects on employment or any form of reprisals and/or harassment as a result of highlighting a genuine problem.

Confidentiality is crucial to achieving satisfactory results, as it protects the complainant, the subject of the complaint and other witnesses. The fact and nature of the complaints, the identities of those involved and documentation resulting from the investigation are to remain confidential and are only shared on a need-to-know-basis with the aim of performing the necessary administrative investigation.

C. Criminal records and former complaints

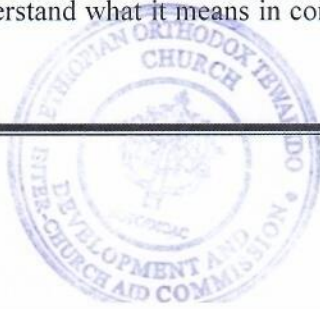
Individuals must notify their prospective employer of any criminal convictions or charges prior to employment and of any criminal charges that arise during her/his employment. Individuals must also notify their prospective employer of any former complaints concerning suspected or substantiated misconduct.

D. Disciplinary measures

Any upheld breach of this Code of Conduct will not be tolerated and may, in accordance with EOC-DICAC human resource manual lead to internal disciplinary actions, dismissal or even criminal prosecution. Such action may be taken against the staff depending on the nature of the problem, the results of the investigation and proposed measures.

E. Awareness and overall responsibility

The organization's management has a responsibility to ensure that all their respective employees are aware of this Code of Conduct, that they understand what it means in concrete behavioral terms and how it applies to their program context.



All staffs have an individual responsibility to familiarize themselves and their dependents with this Code of Conduct and its purpose. The Code of Conduct will be a mandatory element during induction and all other relevant trainings and briefings.

This document automatically forms part of all contracts of employment.

F. Adherence to the Code of Conduct

The signatory (organization's staff member) below has read, understood and is in agreement with the content of this document. This code of conduct is valid until the staff member ceases to represent or work for Ethiopian Orthodox Church; Development and Inter Church Aid Commission. This code of conduct shall be subject to periodic revision and review. The signatory accepts the consequences of any violation of any of the above provisions under the Code of Conduct. Staffs are required to sign this Code of Conduct.

Name: _____

Position: _____

Signature: _____

Date: _____

Place: _____

