



CODE OF CONDUCT

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As a prerequisite of volunteering, studying or working with BRIDGING LANKA, each person, paid or unpaid is required to sign a Code of Conduct. The Code of Conduct outlines the organisation's expectations of its directors, employees, volunteers and students on placement in terms of their performance, behaviour and relationships.

I understand that my active, moral and ethical participation in BRIDGING LANKA's programs are important to the success of my work and the organisation's overall reputation and operations. Therefore I agree to abide by the following rules that will govern my involvement.

- I understand that my consistent performance is vital to successful community and organisational outcomes and I will honour my time and service commitment;
- I will respect the rights, dignity and worth of all people involved within the programs irrespective of their diverse ethnic, religious, geographic, caste, education, gender, age, sexual orientation and ability/disability backgrounds, and so act as a positive role model particularly for the stakeholders of the organisation;
- I understand that I may learn personal information about others that I need to keep confidential;
- I will not engage in activities that pose a serious risk of injury or discomfort to myself and others, including but not limited to, use of alcohol or drugs (illegal or that may impair my ability to perform my duties), or smoking while on duty;
- I will refrain from any form of personal abuse towards others especially children, including verbal, physical and emotional abuse. This includes:
 - not hiring children for domestic or other labour which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places children at significant risk of injury
 - complying with all relevant local legislation, including labour laws in relation to child labour
 - being aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse;
- I will not engage in any inappropriate contact or relationship with a child, client or other participant of the organisation's programs. This includes:
 - not engaging children in any form of sexual intercourse or sexual activity, including paying for sexual services
 - not inviting unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
 - not sleeping close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible

- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT;
- I will be alert to any form of abuse from other sources directed toward children, volunteers, students on placement, partners or participants and report it to management;
- I will maintain regular contact with management by responding promptly to any calls, emails, letters or other means of communication. I also understand that I need to respond promptly if management requests a meeting to discuss my performance and behaviour;
- I agree to follow all established rules and guidelines of the organisation.

I have read and agree to abide by BRIDGING LANKA's Code of Conduct. I understand that if I violate this Code of Conduct, I will subject to a range of consequences, from disciplinary action, suspension, dismissal and up to and including legal prosecution.

Signature _____ Date _____ (Member)

Signature _____ Date _____ (Management)