



CODE OF CONDUCT

For YES Employees

I, Caroline Mapetshane (Employee Name)

- Shall be a good patriot for South Africa
- Shall at all times show willingness to learn
- Shall participate actively in all work related activities
- Shall in no manner discriminate against other persons on the basis of colour, gender, ethnicity, nationality or physical well-being
- Shall be impartial, unbiased and positive
- Shall at all times present myself in suitable dress and maintain good personal hygiene
- Shall be punctual, reliable, honest, conscientious and tactful at all times
- Shall carry out my duties to the best of my ability
- Shall act responsibly, and in the event of a misunderstanding that would result in conflict attempt by any possible means to resolve this and report the incident to any Trainer for intervention
- Shall in the event of my experiencing difficulties consult with Youth@work or PfP staff for assistance
- Shall at no time be under the influence of alcohol or a narcotic substance
- Shall not remove any equipment from my workplace without permission dealing fairly, professionally and equitably with stakeholders whilst accelerating the redress of past unfair discrimination.
- Shall consult with all relevant stakeholders that have an interest in the development and placement of youth
- Shall execute my responsibilities and accountabilities timeously and with due regard to the accountability to our schools that we are committed to serve.

- Shall seek at all times to create a positive environment in the school and respect the historical diversity of learners' cultural, linguistic and educational backgrounds.
- Shall declare *conflict of interest* that infringe on the execution of our delegated responsibilities.
- Shall recuse myself from any decision-making process which may result in improper personal gain that will impact negatively on the values cherished by Youth@work.
- Shall recognise the public's rights of *access to information*, excluding information that is specifically protected by the law.
- Shall acting in a manner that will respect, promote and protect the goodwill and reputation of the Symphonia family.

I have read & received a copy of the **YES Employment Guidelines** and I understand the content and commit to abide by the requirements.

Signed at this place Re-New It Mynburg on this 14 day of March 2024.

Full name of Employee: Caroline Mapetshane

Signature of Employee: Gann

On behalf of Youth@work:

Full name of the Youth@work representative:Erica Kempken.....

Position in Youth@work:Director.....

Signature: 