

- Not use GADC equipment including but not limited to computers, mobile telephones, video or digital cameras to capture images inappropriately and without the consent of the person or child and his/her parent or guardian;
- Not physically assault, or punish any person, including children;
- Commit to undertake cultural differences by not touching any person, including children;
- Immediately report any observed breaches of the above to GADC's Whistleblower Committee.

Zero tolerance for breaches of this Code of Conduct

If any employee witnesses any Breaches to this Code, including any act of harassment, they shall report immediately to the Executive Director and their line manager. An investigation must take place within 5 working days of being of all incidents reported. The procedure for investigation as provided in the Grievance Procedure in GADC's HR Manual shall be used and it needs to be conducted in a very confidential manner.

If an employee is reluctant to make an official complaint, the Executive Director must decide to proceed with an investigation if the allegations are serious.

Depending on the severity of the allegations and the relationship between the employees involved in a complaint, a decision may be made, in the interests of all parties, to suspend the employee being investigated until a conclusion can be reached.

Integrity reporting

GADC commits to accountability for the integrity of its staff and representatives. An integrity report on breaches of this Code of Conduct will be included in annual reports from 2019. This will include data on the number of reports received, number investigated, results of investigations, disciplinary action taken, number referred to police.

Acceptance

In accepting my appointment to GADC, I undertake to discharge my duties and conduct in accordance with the requirements of this Code and GADC policies.

Name	<u>Naib A. Z. A.</u>	Signature	<u>SR</u>
Position	<u>Chief Executive Officer</u>	Date	<u>5 May 22</u>