

- Disclose any conflict of interest, including financial interests, that might influence employee decisions or actions on the job, including interests in suppliers, networks, project partners or other NGOs;
- Not accept any outside employment which could interfere with responsibilities to GADC. I will notify the Executive Director of any outside employment and understand that approval may be withheld, in which case the employment is not allowed.
- Not engage in fraudulent behaviour or activities that result in the inappropriate use of GADC funds and finances;
- Not use information or authority derived from employment with GADC for private interest or personal gain;
- Protect the privacy and security of GADC's documents and information, including adhering to GADC's IT protocol for document storage and not sharing documents externally without prior approval from my line manager;
- Non-GADC staffs are not allowed to bring GADC property outside of the office at any time;
- Report all gifts (cash and non-cash) or payment offers by anyone with whom the organization is involved to GADC's Administration Unit.

**As a representative of GADC, an organization that advances human rights and gender equality, I will:**

- Treat diverse people, including children, with dignity and respect regardless of ethnicity, race, gender, age, language, religion, political or other opinion, disability, or other status;
- Hold accountable of feminist development agenda in all activities
- Conduct myself in a manner appropriate to my position representing GADC in all dealings with people, including children;
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with GADC's Internal Reporting Procedures and observe procedural fairness when engaged in decision-making;
- Be visible when working with children and, wherever possible, ensure that another adult is present when working in the proximity of children;
- Listen to children and allow them to be engaged in decisions that may affect them;
- Comply with all relevant legislation of Cambodia, including labor laws in relation to child labor. This includes not hiring children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Not use language or demonstrate behavior towards people, including children, that is inappropriate, harassing, abusive, demeaning, sexually provocative, or culturally insensitive;
- Not engage any person, including children, in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive;
- Not engage in any form of sexual harassment, abuse and exploitation of any persons of any age including people who benefit from GADC services or support (beneficiaries);
- Not engage any children, in any form of sexual activity or acts.;
- Not display sexually suggestive or explicit pornographic texts, pictures, or movies using both GADC's devices or own devices at the office.;
- Not use GADC property for the purpose of creating or displaying any form of harassment, exploitation or abuse such as pornographic films;
- Not access child pornography through any medium at any time;
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- Not sleep in close proximity to unsupervised children;