

CODE OF CONDUCT

Casa Angelo, Residential Child Care Facility (RCCF)

Mangetti Dune, Bushmenland, Namibia

This CoC is applicable to all staff members: Administrator/Supervisor, Matron/Housemother, Caregiver, Cleaner, Cooks, and all Persons who work, live or visit (with) the children.

1. PRIORITIES AND COMMITMENT

- **Children First:** The needs and wellbeing of Casa Angelo children have top priority over all personal matters
- **Full Dedication:** During working hours, your undivided attention belongs to the children and your duties

2. WORKING HOURS AND RELIABILITY

- **Punctuality:** Arrive at work on time according to the daily time schedule
- **Attendance:** Unexcused absence from work while on duty is a serious offense and warrants disciplinary actions
- **Night Shift:** Unexcused absence from work while on night shift is misconduct and may lead to immediate dismissal

3. WORK INSTRUCTIONS

- **Following Instructions:** Follow all instructions and carry out tasks as directed by your supervisor and/or Executive Committee
- **Task Completion:** Perform all assigned tasks diligently and completely

4. INTEGRITY AND HONESTY

- **Absolute No Stealing Policy:** Theft of children's belongings, household items, or food is serious misconduct and may lead to disciplinary actions up to and including dismissal
- **Honesty:** Be honest and transparent in all matters

5. CONFIDENTIALITY AND DISCRETION

- **Confidentiality:** Treat all information about the children, the house and its members strictly confidential
- **Privacy:** Respect and maintain the privacy of all household members
- **External Communication:** Do not share internal information with outsiders

6. PROFESSIONALISM

- **Respectful Treatment:** Treat all children, colleagues and supervisors with respect and dignity
- **Role Model:** Be aware of your role model function for the children
- **Learning Environment:** Create and maintain a supportive learning and development environment that encourages children's growth, education, and personal development
- **Educational Support:** Actively support children's learning by encouraging curiosity, helping with studies, and providing positive reinforcement

Violations of this Code of Conduct may result in disciplinary action up to and including termination.

By signing below, you confirm that you have read, understood, and accepted this Code of Conduct.

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Date

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Signature