



# Human & Hope Association

*Empowering Cambodians to create a sustainable future for themselves*

## Visitor Code of Conduct

The aim of the Human and Hope Association Visitor Code of Conduct is to protect children from child abuse and also to implement standards of appropriate behavior, which will protect people who come into contact with children from any unfounded accusations of improper conduct. We are a community centre and we want our villagers to feel safe at all times and not 'on show'.

The Human and Hope Association Visitor Code of Conduct applies to all visitors. All visitors must abide by the following outlined:

- Visitors to the school are required to make advanced arrangements with a manager prior to their visit
- Visitors should greet staff and students by placing their hands together in front of their chest, not by hand shaking, hugging or kissing
- Unless there is a special circumstance, there are to be no more than five people visiting in a group at any time
- Visitors must wear a visitor pass and return it upon departure
- Visitors shoulders and knees must be covered by appropriate clothing in adherence with the Cambodian culture
- Visitors must remain accompanied by a staff member at all times and no visitor shall be left alone with a student during their visit
- Taking photos or videos is NOT permitted
- Visitors are not allowed into the education classrooms while class is in session
- No presents are to be given to the students directly. If you are making a donation, it is to be presented to a manager
- We reserve the right to refuse entry to visitors who are deemed to be under the influence of any substance
- Human and Hope Association is obliged to report any misconduct to the local authorities
- Management reserves the right to deny the visit or terminate the visit at any time and the decision will be respected and not questioned.
- Visitors will not be permitted under any circumstance to leave Human and Hope Association in the company of a Human and Hope Association student. Activities such as going for a walk off property, going to dinner, going to the movies, going shopping, etc. are strictly prohibited.