

Staff Code of Conduct

All staff members of Evident are required to follow this Code of Conduct. Concerns regarding compliance will be addressed directly and quickly between the manager and the staff member and the Director will be kept informed.

Personal conduct

Staff members will conduct themselves professionally at all times during their work for Evident. Specifically, this includes to:

- Be courteous and respectful to coworkers, clients, collaborators and children;
- Act with honesty and integrity;
- Refrain from violence in any form;
- Be sensitive to the cultural and social contexts in which work takes place, and reasonably comply with local norms;
- Comply with Thai law, and the laws of other States in which their work for Evident may take place;
- Immediately report criminal charges against themselves that are relevant to any area covered by the Code of Conduct;
- Ensure Evident property, including intellectual property, is not used for personal gain or other purposes not authorized by the Director;
- Speak up when concerning behaviours from coworkers, clients or collaborators is observed;
- Not be affected by alcohol or other substances while working.

Child safeguarding

Evident works predominantly in the area of child protection and takes the safeguarding of children within all work activities very seriously. Specifically staff members must:

- Not engage in activity of a sexual nature with a person below the age of 18 at any time, including outside their work with Evident, regardless of local laws regarding sexual consent;
- Not contact a child in any way which could be reasonably viewed as intending to engage them in sexual activity (i.e. grooming), at any time, including outside their work with Evident;
- Not view, possess, produce or distribute child sexual abuse materials or live-streaming of child abuse;
- Not engage in violence against children, including using physical discipline, at any time, including outside their work with Evident;
- Actively oppose all exploitation and abuse of children;
- Treat all children with respect and dignity, and not discriminate on the basis of any status such as ethnicity, gender, sexuality, or disability;
- Ensure a second adult is involved during any work activities that involve direct contact with children, including via technology;
- Be accountable for their behaviours and not place themselves in circumstances where a risk of child abuse or exploitation allegations may be made;
- Discuss any concerns with their manager or the Director about the behaviour of coworkers or clients they come into contact with during their work with Evident;

- Discuss any concerns with their manager or the Director about the behaviour of children that may indicate abuse or exploitation.

Intellectual property and commercial confidence

Staff must show prudence in protecting the work, resources and reputation of Evident, and maintaining commercial confidence. Specifically they will:

- Ensure the appropriate use of Evident property, including intellectual property;
- Notify the Director regarding any possible conflicts of interest, and voluntarily withdraw from activities where participation would be inappropriate for these reasons;
- Declare any additional employment or representation (such as a position on board or company) to Director;
- Treat any confidential materials, including research data or case files encountered during their work with Evident with care, and do not make copies without express permission from the Director, including indirectly creating copies by emailing such documents;
- Not make public statements regarding Evident or it's client's work, projects or other activities without prior approval from the Director. This includes on social media;
- Use technology and the internet responsibly, and discuss errors or concerns with their manager in a timely manner to avoid later problems;
- Never view pornography or illegal materials on Evident premises or using company resources (such as a provided phone or computer).

Financial conduct

Staff must be cautious and detail-focused in their financial conduct for Evident. Specifically they will:

- Account for all financial transactions made on behalf of Evident;
- Follow organizational procedures regarding money at all times;
- Report errors, inconsistencies or concerns quickly to their manager or the Director;
- Comply with required auditor, client and donor financial processes and reporting;
- Refrain from making financial rewards or gifts to government officials, collaborators or coworkers at any time;
- Refuse gifts or incentives offered with the intention to influence the work or decisions of Evident, and report such attempts to the Director;

This Code of Conduct details a number of non-negotiable requirements, however, staff of Evident are encouraged to always consider how their actions affect others, and the work of Evident. Staff are encouraged to openly discuss concerns and these discussions will always be held in good faith and in confidence. Retaliation or reprisal for raising concerns will not be tolerated. However, maliciously raising false concerns is regarded as a serious violation.

I, _____ have read and understood the Evident Code of Conduct and agree to act in compliance with it. I understand that serious violations of the Code of Conduct may represent cause for termination, and that such decisions are at the discretion of the Director.

Signed: _____

Date: _____