



**easia**  **travel**



**Easia Travel Child Welfare  
Code of Conduct for Staff and  
Suppliers**



This Code of Conduct is aimed at safe guarding the physical and mental well-being of all children and young people including children in destination communities, children as clients, and children of staff.

All staff, including both payroll staff & contractual staff, interns, volunteers, board members, visitors and suppliers (recommended) are required to agree, abide by, and sign this Code of Conduct.

Sufficient concerns about a staff member's behavior with children will result in full dismissal and possible referral to relevant authorities. Any employee of Easia Travel not in compliance with any of the guidelines below will be subject to disciplinary action which may lead to termination of employment.

## **Be ChildSafe Prepared and Avoid Putting Yourself, Travellers, and the Company in Risky Situations.**

- **Do's:**

- Make sure you are familiar with your company's Code of Conduct and/or Child Protection Policy.
- Learn to identify your company's ChildSafe Focal Person, who you should approach with any questions or concerns about child safety and well-being.
- Be aware of the contact details of local authorities and emergency services for the countries in which you work.

- **Don'ts:**

- Condone or participate in behavior that is illegal and/or unsafe.
- Condone or participate in behavior that contravenes your company's Code of Conduct and/or your Child Protection Policy.
- Believe "It could never happen to me".

### **→ In case of interaction with Children**

- **Don'ts:**

- Initiate contact with a child. Hugging, holding a child on your lap, or even tapping a child on the shoulder may be considered inappropriate depending on the circumstances.
- Take easily identifiable photos of individual children, or photos of you posing with a child or children. "Selfies" are not encouraged. These kinds of photos, especially when posted online, may pose an identification risk to the child, and it infringes on their right to control how their image is used.
- Show favoritism toward, or spend excessive time with one child.
- Offer gifts to individual children. If providing a gift is appropriate, it should be given to parents/caregivers in a public setting or through a reputable

organization with prior agreement about what is needed. “Gifts” such as candy, or other wasteful items, or items brought from home, are not encouraged.

- Act or speak in any way that is, or could be interpreted as, inappropriate, threatening or sexually provocative.
- Stay alone with a child where no one else can see what you are doing (in a closed room, for example).
- Take a child who is not under your guardianship to your home, hotel, or other private space.
- Hit or physically abuse a child or any person.
- Develop any form of romantic or sexual relationship with children or young people, whether physically or verbally.
- Act or use language in a way that could shame, humiliate, or degrade a child.
- Take pictures of naked children or children in distress under any circumstance.
- Take pictures of children depicting or mimicking sexually explicit behaviors.
- Ask children to pose for photographs in exchange for money, food or gifts.
- Visit websites, download material, or send emails that involve children in pornographic, sexual, discriminatory, intimidating, violent or criminal situations.

### ➔ Whilst We Deem Appropriate and Encourage You To:

- Always be an example of the good conduct you wish others to follow.
- Treat all children equally and without discrimination on the basis of age, gender, disability, faith, sexuality, etc.
- Explain clearly and honestly what you intend to do at the start of any experience that involves being in contact with children or young people.
- Communicate with children and young people in a manner that is respectful, transparent and visible to other persons in the area.

- Share the correct ways to interact with children with clients (adult and child travelers) and take corrective action if you witness inappropriate behavior. This includes behavior relating to cultural sensitivities, photographing, and filming.
- Take pictures of children only with informed consent, with a professional objective and in full respect of the company's Media and Communications Guidelines.
- Ensure that children are aware of their right NOT to participate and that they may withdraw from an experience/activity at anytime.
- Raise any concerns or suspicions you have regarding the safety or well-being of children to your company's ChildSafe Focal Person and/or relevant national authorities or organizations (such as national child helplines or local child protection organizations). When making a report collect as much information as you safely can. Avoid confronting the person about whom you are suspicious, and don't question the child involved, as this could put you at unnecessary personal risk and cause further harm to the child.
- Respect local laws and traditions. Be aware that your actions are bound by both the laws of your country of residence and the destination country, and you may be prosecuted by both when breaking laws. Never believe that you are above or not bound to local laws.

I, \_\_\_\_\_, agree to abide by all the terms in this Code of Conduct. I understand that any breach may result in immediate termination of my contract, position and/or involvement at Easia Travel.