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| **EMPLOYEE DETAILS** | | | |
| **Name** |  | **Position** |  |
| **Date briefed** |  | **Place of work (Base)** |  |

**I acknowledge that I have** (check all that are applicable):

|  |  |
| --- | --- |
|  | **received a copy of the name of organization** (either printed or electronic copies, or both)   * **Safeguarding Policy** * **Prevention from Sexual Exploitation and Abuse Policy** * **Code of Conduct** * **List other organization policies** |
|  | **read and understood the name of organization**   * **Safeguarding Policy** * **Prevention from Sexual Exploitation and Abuse Policy** * **Code of Conduct** * **List other organization policies** |
|  | **been told who can answer questions about the content & policies in the**   * **Safeguarding Policy** * **Prevention from Sexual Exploitation and Abuse Policy** * **Code of Conduct** * **List other organization policies** |

I have read the **Safeguarding Policy**, **Prevention from Sexual Exploitation and Abuse Policy and Code of Conduct** and other policies and understand that as a condition of my employment with **name of organization**, I am required to abide by and follow the policies, practices and principles described in it. Further, I undertake to seek clarification concerning any policies, practices and principles as they may apply to my personal circumstances and assignment.

I further understand that the **name of organization** may, at any time, add, change, or rescind any policy or practice in its sole discretion, with ample notice.

**My signature indicates that I understand and agree to abide by thename of organizationSafeguarding Policy**, **Prevention from Sexual Exploitation and Abuse Policy and Code of Conduct and other policies while employed byname of organization*.***

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| **EMPLOYEE:** | | | |
| **Signature** |  | **Date** |  |