

Neya Code of Conduct

Minor Offenses	1st Offense	2nd Offence	3rd Offence
General Bad Conduct	Verbal Warning	Written Warning	Termination
Poor Punctuality	Verbal Warning	Written Warning	Termination
Laziness	Verbal Warning	Written Warning	Termination
Minor breach of safety rules	Verbal Warning	Written Warning	Termination
Minor damage or misuse of company property	Verbal Warning	Written Warning	Termination
Failure to attend project without just reason	Written Warning	Termination	
Being rude, unfriendly or disrespecting local customs	Written Warning	Termination	
Discrimination of any form	Written Warning	Termination	
Breach of our Child Protection Policy	Written Warning	Termination	
Failure to keep the code of ethics	Written Warning	Termination	
Not upholding the reputable name of Neya on and off site	Written Warning	Termination	
Disrespecting or potentially harming any animals	Written Warning	Termination	

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Serious Offenses	1 st Offense
Theft	Termination
Drinking on Duty (or between activities) where you could endanger yourself or someone else as a result	Termination
Malicious damage to Company Property	Termination
Assault	Termination
Negligent performance of duties with serious consequences to property or life	Termination
Serious breach of the safety rules (especially at night)	Termination
Under the influence of drugs	Termination
Major Breach of our Child Protection Policy	Termination
Relationship between member of staff and volunteer	Termination

In the event that your placement is terminated due to your failure to abide by the Code of Conduct laid out below, you will be required to pay for any costs incurred for your return home from the project placement. You will be provided with a Code of Conduct on arrival which will require your signature accepting the terms set out