



FSD AFRICA

SAFEGUARDING POLICY ACKNOWLEDGEMENT

Acknowledgment

To begin working at FSD Africa and to continue working at FSD Africa, every staff member must read and acknowledge annually that he or she will comply with FSD Africa's Safeguarding Policy. This annual acknowledgment helps to ensure that all employees carry out their work in compliance with our shared values and reminds us of the importance we, at FSD Africa, attach to this matter.

Employees have two ways (online or paper form) to sign the Safeguarding Policy Acknowledgment Form.

Online

If you have access to the FSD Africa intranet / FSD Africa website, you should sign your Acknowledgment Form online. Employees with internet and intranet access will receive an email request every year to renew their Safeguarding Policy acknowledgment.

This email will contain a direct link to the login page of the Acknowledgment Form:

<https://fsdafrica1.sharepoint.com/sites/FSDConnect/HR%20Documents/Forms/AllItems.aspx>

In practice, therefore, we expect that you will be signing this Acknowledgment Form online.

Paper

If you do not have access to FSD Africa's intranet / FSD Africa's website on your computer, you must request a hard copy of the Safeguarding Policy Acknowledgment Form from your supervisor, the FSD Africa Safeguarding Officers or HR. You must sign and return the PDF version of the completed form to the Director HR & Talent Management or Safeguarding Officer via safeguarding@fsdafrica.org



SAFEGUARDING ACKNOWLEDGEMENT FORM

Acknowledgment by Employee

I acknowledge that I have personally reviewed FSD Africa’s Safeguarding Policy, understood and agree to comply with its values, principles, and standards of professional conduct. I understand that the policy provides a general framework but does not attempt to cover every situation that may arise during the course of my employment. I also understand that it is my responsibility to seek guidance if I have questions about the Safeguarding Policy or about a specific situation.

Because FSD Africa’s policies and procedures are subject to change or modification at any time, with or without notice, I further understand that I must consult FSD Africa’s policies and procedures, where applicable, and in the event of a conflict, I should seek advice from my supervisor, the Safeguarding Officer or HR. I also understand that the Safeguarding Policy is not intended to, nor does it, create a contract of employment between FSD Africa and myself, nor does it guarantee that my employment with FSD Africa will continue as long as I comply with its provisions.

Finally, I understand that I must report any suspected violations of the Safeguarding Policy and all related policies and cooperate with investigations if requested to do so.

Employee’s Signature;

Employee’s Name (Printed)

Today’s Date

c.c. Personnel File