



## ANIS FOUNDATION INCORPORATED

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## CATEGORIES OF OFFENCES / BREACHES AND PENALTIES

Item#:	Policy Notation	Offense/Breach Description	Penalties (Counselling Record/1 <sup>st</sup> Written Warning/Final Written Warning/Dismissal)	General Remarks
01	Child & Beneficiary Protection /Sexual Exploitation and Abuse Policy	i. use of obscene or vulgar or discriminatory or offensive or abusive language against a child or a beneficiary	i. Final Written Warning	This may also lead to dismissal if seen fit by management depends on the severity impact
		ii. violent approach, hit & verbally abuse a child or a beneficiary	ii. Final Warning	This may also lead to dismissal if assessed fit by management depending on severity impact
		iii. without informed consent of a child or parents or guardians reproducing images or photographing or filming a child	iii. Final Written Warning	It may also be dismissal if implications of the byproduct is offensive against the child and or parents or immediate family members
		iv. any form of mistreatment or bias selection or discrimination based on family	iv. Written Warning	It may also lead into a Final Warning or Dismissal depending on the severity of the

		background or, colour, or creed, or religion or other physical factors such as disability or facial or physical structure or health condition		discrimination or stigmatizing effects
		<b>v. Child Labour-</b> involve children in any kind of activity that is physically, mentally or morally more dangerous and more advantageous or beneficial to the adult using the children than the children themselves	<b>v. Written Warning</b>	Child labour activity must be clearly spelt out to the adult employees or consultants or contractors or community they are dealing with and everyone must understand well. This may also lead to Final Warning depending on the impact
		<b>vi. Hitting a child or</b> executing corporal punishment on children based on any kinds of reason (s)	<b>vi. Final Written Warning</b>	May lead to dismissal depending on the severity or impact of the force or punishment executed or used on the child
		<b>vii. Failure to</b> enroll children at a school or taking care of them when sick or take them to nearest clinic for medical attention	<b>vii. Written Warning</b>	Parents or Guardians' responsibility and failure to comply will be summoned strongly issue the warning letter
		<b>viii. Failure to</b> clothe and provide food	<b>viii. Final Written</b>	These are the basic universal rights of children and

		and shelter for the children		humanity, failure to provide, based on the severity of the impact may lead into dismissal.
		<b>vx.</b> Allocating any tasks to children and beneficiaries against their will or consent	<b>vx.</b> Written Warning	Accord the children and beneficiaries with due respect and mutual agreement must be in place before engaging into any activity..
		<b>x.</b> Engage children to purchase illicit drugs or cigarettes or alcohol or allow them to take those non-prescribed drugs or cigarettes or alcohol	<b>x.</b> Instant Dismissal or Termination of Engagement Contract	May also refer for prosecution of those engaging the children to involve in those illegal activities
		<b>xi.</b> Sexual exploitation and Abuse or forced prostitution or sex worker	<b>xi.</b> Instant Dismissal or Termination of Engagement Contract	Xi. May also refer for prosecution