

----- **KAMPUCHEA SĒLA HANDICAP ORGANIZATION** -----  
**VULNERABLE PEOPLE PROTECTION POLICY**



<https://www.kampucheaselahandicap.org>

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**KAMPUCHEA SĒLA HANDICAP ORGANIZATION**

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CREATED BY:

VANN Reaksmey – NGO’s President/Founder

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### INTRODUCTION

As a responsible and respectful organization, **KAMPUCHEA SĒLA HANDICAP** is truly involved in the vulnerable people well-being and their protection. This policy will set up rules and documents that every people working with us will have to follow and use, to be sure that vulnerable people will be safe and well threatened during activities of our organization, different projects, but also back home in their everyday life and everywhere.

**KAMPUCHEA SĒLA HANDICAP** is carrying very high some essential values, that every vulnerable people has rights, and must be protected from abuse as he is vulnerable, even more if he has disabilities. We are not accepting any kind of abuses, and we are all strongly committed in our organization for the vulnerable people protection, together. vulnerable people are also the future of our community, and Cambodia in general. Make them grow in a safe and respectful surroundings, will be the key for their good development and the good development of the whole country.

Please read conscientiously all the different chapters from this document. Don’t hesitate to ask us if you don’t understand a point or have any doubt about. After reading, if you share the values of **KAMPUCHEA SĒLA HANDICAP**’s NGO, we will ask you to sign at the end of this policy, and to fill up the Annex 1 (Statutory Declaration) of the file, by swearing that you never had any problem with justice about vulnerable people abuse or anything else mentioned in the “code of conduct”.



## **STATEMENT OF COMMITMENT**

- KSH is committed to the welfare and rights of vulnerable people throughout Cambodia.
- KSH provides holistic support to vulnerable people in difficult circumstances so they can build on their future. Our target group is any vulnerable person that enjoys the services provided by KSH. KSH encourages information sharing and networking, is involved in joined advocacy initiatives and actively cooperates with agencies that work in the same field.
- KSH is committed to uphold the laws on vulnerable people's rights and welfare (e.g.: gender, disability). These include the UN convention on the Rights of People with Disabilities which was ratified by the Royal Cambodian Government in 2007, the Hague Convention on the International Protection of Adults (2000), the European Parliament Recommendations for Protection of Adults (2017), and the Cambodian Law on the Protection and Promotion of the Rights of Persons with Disabilities (2009).
- KSH is committed to encourage its entire staff to treat vulnerable people with respect and dignity. Beneficiary caretakers should be good role models, spend time with each beneficiary, take them seriously, listen to them, encourage them and provide them with good explanations. Caretakers should keep their promises and should provide advice only through appropriate verbal means.
- KSH is committed to ensure that all vulnerable adults (people over 18 years old) are not deprived from their autonomy, including the freedom to make their own choices as independent individuals.
- KSH is committed to a non-discriminatory approach to vulnerable people and to their full and effective participation and inclusion in society.
- KSH is committed to equality of opportunity for all of its beneficiaries regardless of race, social background, age, gender, skin color, religion or beliefs, and respects the difference and accepts people with disabilities as part of human diversity and humanity.



## **KSH PROHIBITS ANY FORM OF ABUSE**

- All KSH beneficiaries have equal rights to be protected from abuse irrespective of race, social background, age, gender, skin color, disability, religion or beliefs.
- Abuse is never acceptable. Neither is, knowing of a vulnerable person being abused without taking appropriate action.
- KSH identifies the following types of abuse:
  - Physical abuse : any physical punishment and abuse to a vulnerable person like beating (including with a stick or other implement), poisoning, shaking, pushing and anything that would deliberately harm their physical well-being.
  - Mental or emotional abuse : any actions (gestures, words and behavior) that deliberately affects a vulnerable person's mental/emotional well-being for example by making them afraid, anxious, annoyed or discouraged.
  - Neglect : any actions that are aimed to deliberately harm vulnerable people in their four essential rights (right to live, right to learn, right to participate and the right to speak).
  - Sexual abuse : any action with sexual intent towards beneficiaries such as touching beneficiaries'genitals, coercing the beneficiaries to have sex, or forcing beneficiaries to watch or take part in pornography.
  - Spiritual abuse : any actions by a spiritual leader, or someone with spiritual power or authority (weather organization, institution or family), misusing their power or authority with the intention of controlling, coercing, manipulating or dominating a beneficiary. Spiritual abuse results in spiritual harm to a beneficiary.

## **GENERAL CODE OF PRACTICE AND BEHAVIOUR**

- All staff, volunteers, visitors, donors, guests or other stakeholders of KSH are strongly expected to treat all beneficiaries and other staff members with respect, dignity, and equality, without any form of discrimination.
- Staff should promote a culture of openness where issues and concerns can be raised and discussed.
- Each individual must sign a statement to say that they have read the Vulnerable People Protection Policy and will respect it and that they understand that action will be taken in case of inappropriate behavior.
- There is a designated person responsible for dealing with Vulnerable People Protection issues in the organization as a whole. Besides that, each location specifically also has a Protection Officer



(PO) responsible for dealing with Vulnerable People Protection issues. These people should be known to all beneficiaries and staff.

- Information on the Vulnerable People Protection Policy shall be introduced before and on acceptance of employment of KSH staff.
- New staff will receive training on vulnerable people protection policies before being put in a position of trust; staff will be offered refresher trainings annually, conducted by the Protection Officer.
- Vulnerable People Protection will be a point of discussion in the evaluation of new staff at the end of their probation period.
- Vulnerable People Protection will be a point of discussion in the yearly staff evaluation.
- If protocols are broken the person involved will be disciplined and may be terminated.

## **SPECIFIC CODE OF PRACTICE AND BEHAVIOUR**

- Staff should be aware of any sign of abuse of beneficiaries (in physical appearance, behavior, material possessions and communication of beneficiaries) and report any suspicion to the Protection Officer.
- Staff and others can only provide advice through appropriate verbal means and must never use physical means.
- Staff and others are not allowed to use language, make suggestions or offer any type of advice which is offensive, inappropriate or abusive.
- In order to establish appropriate physical boundaries, one must never touch a beneficiary in a way that is against their will or considered sexually intended. A general guideline is not to touch areas that would normally be covered by shorts and t-shirt. This also includes kissing, massaging or tickling in an inappropriate way.

\*\*For some of our beneficiaries with a strong disability, the caretakers are allowed to supervise and help for daily hygiene and they will do this with the respect to the beneficiaries' privacy and dignity.\*\*

- Staff and others must never do things for beneficiaries of a personal nature that they can do for themselves.
- Staff and others must never develop sexual relationships with beneficiaries.
- Staff and others are not allowed to be alone with a beneficiary in the project area or outside it. If one is alone with a beneficiary, he/she should always be visible to others. If it involves a private



meeting, they have to meet in a public place or in an office with opened windows, and inform a project coordinator or another member of the management team when and where the meeting will take place.

- Any staff, volunteers, visitors and other guests are not permitted to take a beneficiary who is not their offspring to their place of residence.
- Staff members are not allowed to take beneficiaries staying at the center out of the facilities without approval of the respective line manager.
- Relatives are allowed to visit beneficiaries staying at the center, but are not allowed to stay overnight.
- Staff and external individuals are always responsible of their behavior and cannot blame the beneficiaries, even if the beneficiaries provoke or acts in a seductive way.
- Staff and others must never act in ways to shame, degrade or humiliate beneficiaries or use any other form of emotional abuse.
- Staff should never create dependency and discrimination of a beneficiary through preferable treatment by giving gifts or money.
- Staff should organize awareness raising workshops with beneficiaries to define acceptable and unacceptable behavior with staff and external individuals.
- Communities and beneficiaries with whom KSH works with will be informed of this Vulnerable People Protection Policy and will be assured that support will not be discontinued if they report suspicious behavior.
- Case management files and beneficiaries' records are strictly confidential (see staff policy) and are kept in a safe place. Access to these files can only be granted by the ED and the respective coordinators.
- Case studies are only provided after allowance of the respective coordinator. Case studies should always be kept anonymous.
- All visitors should sign the additional conditions for visiting KSH projects. These can be found in Annex 2
- All journalists should sign the additional KSH guidelines for journalists. These can be found in Annex 3.
- All international volunteers will have to comply to the additional policy found in Annex 4.
- All visitors, journalists and volunteers should be aware of KSH's photography and filming



restrictions.

- Photos should never be taken without the permission from staff and beneficiary's consent.
- Under the trafficking law, newspapers and other mass media are prohibited from any publishing or broadcasting, which can lead to public knowledge of identities of victims in the offences specified in this law.
- Full names of the beneficiaries should never be mentioned in any publication or broadcasting.
- It is strictly forbidden to take pictures of naked or half-naked beneficiaries.
- Copies of the original photos and videos should be shared with KSH.

## **CODE OF PRACTICE AND BEHAVIOUR STRICTLY LIMITED TO BENEFICIARIES OVER 18 YEARS OF AGE (ADULTS)**

- Adult Beneficiaries cannot be deprived from their freedom in any circumstances. They cannot be locked in a room, tied to furniture, or prevented from their right to move freely.
- Adult Beneficiaries cannot be requested to perform any activities against their will. Activities must be suggested and arguments in favor of the activity can be used, but never punishment of any kind or demands.
- Staff members and any other person involved in the project are not allowed to strip adult beneficiaries from activities they are still capable of exercising, even if that means a longer time spent on the activity and bigger need for supervision.
- Adult Beneficiaries cannot be prevented from engaging in sexual activities with other adult beneficiaries or people from outside KSH's project. Staff members are strictly forbidden to engage in any sexual activity with any beneficiary, even if an adult. The following rules and exceptions apply to engagement in sexual activities in regards to adult beneficiaries:
  - Public sexual demonstrations are not allowed and the staff member in charge should stop the action by giving proper advice to the adult beneficiary and then report to the direct project manager immediately so he/she can take appropriate actions;
  - If a sexual engagement between two adult beneficiaries starts in a private room (non-publicly), staff members are not allowed to stop the act but must inform the project manager in case he/she is not aware of that specific relationship;
  - New and unknown sexual activities between adult beneficiaries should be reported to the direct project manager immediately so he/she can take appropriate actions;



- If a beneficiary demonstrates interest or is found engaging in sexual activities with an individual from outside KSH's projects, staff members should intervene with respect to stop the action at first and give proper advice to the adult beneficiary.

The direct project manager needs to be informed immediately so he/she can take appropriate actions (eg.: look for background information in regards to the external individual and provide suitable advice in regards to the appropriateness of the act).

- On any of the cases above, the project manager will take actions that take into consideration the beneficiary's free will, their safety, and also the Cambodian culture and its values.

## **RECRUITMENT AND SCREENING**

- KSH expects all staff to protect beneficiaries from abuse and they will all be screened before beginning work. Screening is equally important for volunteers/interns, board members and advisors (local and foreign). Anyone applying for a position with KSH must submit an application form or resume, including a work or personal history.
- On applying for a position in KSH, a form must be signed agreeing to the Vulnerable People Protection Policy and stating that the applicant has not had any previous convictions for vulnerable people abuse or violent behavior, or if he/she has ever been dismissed from a job for abuse.
- References shall be checked preferably by telephone to give previous employers an opportunity to express concerns verbally. If deemed necessary, KSH can ask for an official Certificate of Good Conduct (either by Ministry of Justice or the local authorities). After references have been verified, a personal interview will be conducted to confirm the candidate's suitability.
- If found out after recruitment that the employee has provided false information and indeed has previously been convicted for abuse or violent behavior or dismissed from previous jobs for abuse, this will lead to immediate dismissal.

## **COMMUNICATION ON BENEFICIARIES PROTECTION AND ABUSE**

### **EXTERNAL**

- KSH is committed to inform beneficiaries, decision makers, and the public, also through media, that beneficiaries' abuse and keeping silence in case of witnessing beneficiaries' abuse, is wrong and unacceptable.
- Staff should never make comments on beneficiaries' protection matters to the media without consulting the Executive Director and Executive Committee beforehand.
- This Vulnerable People Protection Policy aims to enable a safe and positive environment for beneficiaries and is foundational in the education, research, and advocacy initiatives that KSH will be involved in.



- KSH is committed to educate and inform its stakeholders about the importance of implementing prevention measures regarding beneficiaries' protection. In doing so, beneficiaries are protected from abuse that could be realized by staff, volunteers, visitors and other people involved in KSH.

### **INTERNAL**

- KSH provides opportunities in its internal meetings to discuss and learn about beneficiaries' abuse and neglect with its entire staff. KSH is committed to raise and discuss these issues also in meetings with other partners and networks.
- New KSH staff will receive training on vulnerable people protection policies before being put in a position of trust; staff is offered refresher trainings annually, conducted by our disability advisor and our executive director.
- All staff and volunteers will receive a copy of the Vulnerable People Protection Policy when they start their contract with KSH.
- KSH is committed to discuss vulnerable people's rights and abuse in the communities in which it works, including with the beneficiaries themselves.
- Within KSH's various projects, beneficiaries will learn what their rights are and who they can talk to in case of abuse.
- Every project in KSH shall have means for the beneficiaries involved to anonymously express their claims and concerns regarding abuse.

### **RESPONSE TO ALLEGATION OF BENEFICIARIES ABUSE**

- Procedures are set out by KSH to ensure that all staff knows what to do if an allegation of beneficiaries' abuse is made, either by the beneficiaries, relatives, staff members, visitors or others involved. This includes training on the Vulnerable People Protection Policy and having information charts visible to all staff. These procedures are communicated to staff upon signing their contract and during yearly refresher trainings on protection policies.
- There is a designated person who is responsible for dealing with Vulnerable People Protection issues at each location, the Protection Officer (PO) or the executive director. These people should be known to all beneficiaries and staff.
- Any staff who is aware of or has knowledge of another member of staff being involved in beneficiaries abuse, is obliged to report to the Protection Officer or the executive director. If found out that he/she has failed to report, appropriate measures will be taken.





- In case a person needs to file a report, they should fill the form in Annex 1 (REPORTING FORMAT CONCERNING CASE OF BENEFICIARIES ABUSE) and hand the report immediately to the PO in charge. In case the person does not have the Reporting Form in hands, he/she should refer to the PO in charge and request the form to be filled out.
- In case of illiterate people, the PO in charge will help the person fill the report and will file it accordingly.
- All facts related to the investigation are carefully and confidentially filed.
- The PO will analyze the report, investigate the allegations of abuse and take the necessary actions to address the issue reported on a timely manner.
- The organization has a reporting procedure where the PO informs the Executive Director, Executive Committee, the respective coordinator, and others only if necessary, in the procedure. Even if taken to higher levels in the organization, reporting remains fully confidential.
- After the PO and other members of KSH management team (if necessary) decide what is the procedure to be taken, all people involved will be informed immediately and measures will be taken in a timely manner, respecting the rights of all people involved in the case, the labor law, and this policy.
- Once an accusation is found true, relevant authorities will also be informed.
- If found out that the accusation is not true, KSH will offer appropriate support to the respective person in dealing with the accusation and its consequences.
- All topics below will be taken into consideration during the investigation:
  - The alleged perpetrator is not allowed to communicate with the beneficiaries or the beneficiaries' relatives during the investigation.
  - The alleged perpetrator is dismissed of his/her position during the period of the investigation.
  - Both the victim and alleged perpetrator will be treated with respect from the start of the process to the end.
  - Beneficiaries' stories must be heard and taken seriously unless proved otherwise.
  - If a foreigner is involved, the relevant Embassy/Consulate will be informed.
  - Someone in the organization will be designated to deal with the media and the police. The management teams in each location will decide who this person is. Wherever possible, consideration will be made beforehand about how they will be informed/involved.



## **FINAL CONSIDERATIONS**

- All KSH staff is encouraged to be open in discussing the potential of abuse in the organization and take seriously any raised concern.
- Positive steps will be taken to ensure the protection and needed care of the beneficiary(ies) who is(are) subject(s) of any concern.
- KSH encourages all staff to adhere to the Cambodian law including the labor code.
- KSH encourages relationships/collaboration with other organizations for accountability and support in cases of beneficiaries' abuse if needed.
- When contacted by organizations that are inexperienced and asked for help from other organizations in regards to vulnerable people's rights, KSH will answer to their needs up to its capacity.

### **Agreement and Consent for release of information**

I have read and understood the terms of this policy and I am willing to abide by its direction. I declare that I have no criminal history with offences relating to vulnerable people in Cambodia or abroad and I am allowing KSH to perform any background/reference check to verify this.

I understand that if a complaint is brought regarding the abuse of KSH beneficiaries of any kind while engaged in KSH activities, it will be thoroughly investigated in cooperation with the appropriate authorities and I will take the appropriate consequences.

I understand that if I am guilty of any offences of physical, emotional, sexual and spiritual abuse or neglect, I will lose my job without any rights.

I understand that if I do not report any suspicions of abuse involving staff, volunteers, interns, visitors and partners I may suffer appropriate consequences such as the loss of my job without any rights.

Staff/Volunteer

Executive Director, Soung Sephan

Signature

Signature

.....

.....

Name.....

Name.....

Date.....

Date.....



**ANNEX 1 : REPORTING FORMAT, CONCERNING CASE OF  
VULNERABLE PERSON ABUSE**

**REPORTER**

Name:

Function:

Working place:

Your relationship to the vulnerable person:

**ABOUT THE VULNERABLE PERSON**

name:

sex:  Female  Male

age:

guardians:

**THE PROBLEM IDENTIFIED**

How did you know about the incident?  Direct observation  Suspicion  Confession of vulnerable people  Confession of other person(s).

Date and time of the incident:

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Location of the alleged incident:

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Who was involved in the alleged incident?

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Name of alleged perpetrator:

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Staff (including volunteer, Technical Advisors) if staff, what job title:  Outside person

If an outside person, what relation with the vulnerable person: Nature of the allegation:

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Visible injuries, emotional state, etc.:

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**ACTION TAKEN PERSON(S) INFORMED Within KAMPUCHEA SĒLA HANDICAP ORGANIZATION**

Name: .....

Position.....

Name: .....



Position.....

With Authorities If yes, give details:

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Others .....

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**Name of the reporter**

**Signature**

**Date:...../.....**

**Name of the person informed within KAMPUCHEA SĒLA HANDICAP ORGANIZATION**

**Signature**

**Date:...../.....**



## **ANNEX 2 VISITING KAMPUCHEA SĒLA HANDICAP PROJECT**

We do not consider vulnerable people to be a tourist attraction and we feel it is our responsibility to protect and maximize the safety and well-being of the vulnerable people attending any of our projects.

**KAMPUCHEA SĒLA HANDICAP ORGANIZATION (KSH)** has a vulnerable people Protection Policy that any visitor is obliged to read, approve and sign before the visit can take place (it can be found on our website).

Visits have the following conditions :

- Visitors wishing to visit projects must first contact a responsible person (Director, Coordinator or Technical Advisor). If approved, the person responsible will inform the staff about the visit.
- Visitors are allowed to visit projects only after approval by a responsible person.
- Motivation of the visit must be clarified with the responsible person.
- All visitors will have to be registered at the reception
- Taking pictures is not permitted except under certain conditions, which can be found in the vulnerable people Protection Policy.
- Visitors will be accompanied by staff at all times and will follow the vulnerable people Protection Policy.
- Giving anything directly to the vulnerable people is not allowed, as KSH wants to treat all vulnerable people in its projects equally.
- If visitors want to give money, KSH invites them to opt for a donation to our account.
- Given the fact that KSH has a budget to ensure vulnerable people's needs, any donation should be first discussed with KSH team to identify what the needs are.
- As staff are responsible to accompany visitors, visits can not exceed 2 hours
- Visitors must respect Cambodian customs and dress appropriately in the Cambodian context, meaning that visitors should wear trousers or skirts covering their legs at least up to the knees and shirts covering the upper body and at least the shoulders.
- Visitors from organizations that KSH has relationships with or is seeking to establish relationships with have priority. **KAMPUCHEA SĒLA HANDICAP ORGANIZATION** will take legal measures (e.g. report to relevant authorities) against visitors when concerns of vulnerable people abuse arise.

**Visitor**

**Signature** .....

**Name**.....



Date.....

KSH Representative

Signature .....

## **ANNEX 3 GUIDELINES FOR JOURNALISTS**

Name.....

Date.....

**KAMPUCHEA SĒLA HANDICAP ORGANIZATION** is a Cambodian non-profit organization.

We welcome Cambodian adults in mental disability situation who come from disadvantages families and NGOs which are not able to handle them after 18 years old.

Our wish & mission is to prepare our beneficiaries to get their own independence and feel recognized and integrated in society after having followed our program

We're one of the first organization in Cambodia working on the issue of disability for adults.

Year by year, we built a network of NGOs entrusting us with their young adults with disabilities in order to give them keys towards independence.

Our work is possible thanks to the support of international donors.

KSH works under formal agreements with the relevant Cambodian ministries.

KSH works with very complex target groups of vulnerable and underprivileged young adults including but not limited to trafficking victims, street working/street living young adults, disabled adults and victims of exploitation or abuse.

The KSH team is highly committed to support these vulnerable people in developing their capacities and optimise their opportunities in realizing their rights and accessing their basic needs.

For outsiders it can be difficult to understand the complex context that we are working in.

As we focus on the protection of vulnerablz and respect the minimum standards, we are particularly rigorous on external visitors.

To prevent visitors and journalists having a negative affect on our work, we have developed the following guidelines and rules: **KAMPUCHEA SĒLA HANDICAP ORGANIZATION** requests anyone visiting to apply the following rules:

1. KSH has a Vulnerable People Policy you will have to read, approve and sign. You will have to read our most recent annual activity reports, in order to get a better understanding of our work.

2. You will always be with one of our staff.

3. Before any interview conducted with Vulnerable People, the topic and questions must be discussed and approved with the director and or coordinators.

4. Any questions you would like to ask the Vulnerable People, must first be discussed with the corresponding staff, in order to avoid interfering in the Vulnerable People's well-being and rehabilitation process.

5. The Executive Director will be responsible to seek the following information:

- *Who is you employer?*
- *What is the subject of your reportage?*



- *Where will it be published?*
- *How long do you plan to stay?*
- *How many people will your team be composed of?*
- *Why have you selected KAMPUCHEA SĒLA HANDICAP ORGANIZATION for this reportage?*
- *Any other question(s) not stated here, but deemed relevant in the particular situation.*

6. You must respect the dignity, privacy and intimacy of the Vulnerable People

- Males cannot enter shelters where females live.
- Females can not enter shelters where males live.

7. All visitors should be aware of KSH's photography and filming restrictions.

- Photos should never be taken without permission from staff and Vulnerable People's consent or his legal tutor
- Photos or films can never be taken without the presence of a staff member
- Under the trafficking law, newspapers and other mass media are prohibited from any publishing or broadcasting, which can lead to public knowledge of identities of victims in the offences specified in this law.
- Full names of the Vulnerable People should never be mentioned in any publication or broadcasting.
- It is strictly forbidden to take pictures of naked or half-naked Vulnerable People.

Further requests:

- Any article or material produced using KSH projects as a subject, must reflect the organization's vision and mission, also in translations.
- Before publishing any article/documentary etc, we expect you to show us the final version and KSH has the right to request changes
- KSH address will be shown clearly in final article/documentary etc.
- A sample version will be sent to our office when published.
- Copies of the original photos and videos should be shared with KSH

Any lack of respect concerning those measures could lead to legal proceedings **KAMPUCHEA SĒLA HANDICAP ORGANIZATION** will take legal measures (e.g. report to relevant authorities) against journalists when concerns of Vulnerable People abuse arise.

**Name of the journalist**

**Name of the media represented**

**Date.....**

**Signature .....**





## **ANNEX 4 Volunteering at KAMPUCHEA SĒLA HANDICAP ORGANIZATION**

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Year by year, we built a network of NGOs entrusting us with their young adults with disabilities in order to give them keys towards independence.

KSH works under formal agreements with the relevant Cambodian ministries. KSH works with very complex target groups of vulnerable and underprivileged vulnerable people including but not limited to trafficking victims, street working/street living vulnerable people, vulnerable people and victims of exploitation or abuse.

The KSH team is highly committed to support these Vulnerable People in developing their capacities and optimise their opportunities in realizing their rights and accessing their basic needs.

KSH pays particular attention to any person that will be in touch with the beneficiaries, including visitors, journalists, local and international staff.

KSH therefore has a Vulnerable People Protection Policy that every individual involved in KSH in any way should read, sign and comply to.

The high number of volunteer applications that KSH receives has led us to implement an additional policy that any volunteering candidate is expected to follow.

Any person wishing to volunteer with KSH is expected to :

1. Work based on the organisation's needs;
2. Work on building the capacity of the local staff in order to increase the organisation's sustainability ;

Therefore:

3. Work in a spirit of cooperation with the local team and take into account the local customs and work culture. The volunteer must adapt to the local way of doing things as long as the team's actions respect the Vulnerable People protection policy and the local legislation in force and in any case to do not try to impose his way of thinking and working to the rest of the team without consultation and approval of the management team in Cambodia ;
4. KSH will not work with volunteers on functions that can be done by local staff (like teaching) ;



5. To be a volunteer supervised by a school, university program (internship agreement), a civic service or a volunteer of international solidarity (VSI) requiring the signature of an agreement between the sending organization and KAMPUCHEA SĒLA HANDICAP ORGANIZATION ;

6. Direct interaction with the Vulnerable People, without involvement of local staff, is not allowed. Besides the conditions above, the following conditions apply to any person wishing to volunteer at KSH - Long term availability, at least 3 months (except for medical doctors)

- Minimum age of 18
- Studies must have been completed in the required field
- Have proven skills in the required field
- Experience working overseas, preferably in developing countries
- Provide KSH with an official criminal record from his country authorities
- Make sure to have all necessary vaccinations
- Organise their own accommodation (staying at the centers is not allowed). In certain situations, the volunteer could be allowed to get a room at the NGO location.

Any person interested in volunteering at KSH should send a motivation letter, CV, references and an official criminal record delivered by competent authorities in his/her country to KAMPUCHEA SĒLA HANDICAP ORGANIZATION, to the attention of the Executive Director's office:

[soungsephan@gmail.com](mailto:soungsephan@gmail.com) (General Manager) / [valentin.dube@hotmail.fr](mailto:valentin.dube@hotmail.fr) (Deputy Manager)

6. Sign KAMPUCHEA SĒLA HANDICAP ORGANIZATION's « Internal Rules » provided by the organization.

