



## AdoptSriLanka Good Practice Policy Guidelines

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- ASL is committed to behave ethically and responsibly on behalf of our donors.
- All staff members and volunteers are expected to dress and behave respectfully while working on behalf of ASL.
- ASL does not tolerate staff or volunteers working under the influence of Alcohol or drugs.
- ASL complies with policy and procedures in line with Sri Lankan law.
- ASL does not discriminate between race, gender, ethnicity or religion.
- During the new security climate in SL, all staff and visiting partners must carry identification on them at all times while on ASL business in SL.
- ASL is not donor driven and does not support projects unless well founded and well researched with local knowledge and have a strong chance of success for its beneficiaries.
- All projects involving minors undertaken by ASL will be managed in compliance with our child protection policy.
- If ASL has proof of corruption or nepotism in any of the projects it's involved, associated or is about to become involved with, we will withdraw support immediately.
- ASL will not take any responsibility for partners, independent relationships, arrangements or agreements (including financial, educational or sporting) made by our partners and individual project beneficiaries.
- ASL staff are not authorised to carry out any work for Donors or Partners without the prior knowledge and approval of their respective Manager.
- All Twins Partners and field officers correspondence must be copied to the TWINS Coordinator Manager (If appropriate also to the General Manager). ASL wishes to promote a climate of transparency for the benefit of all stakeholders. This also avoids confusion and duplication.
- To protect the human rights of the vulnerable and children, ASL can not give access to our Trauma Relief Projects unless the visitor has professional skill sets that will assist or benefit the projects or special arrangements are made.