

ZAINA FOUNDATION P.o.Box 75757, Plot No 220, Block B, Nyuki Road, Bahari Beach, Dar Es Salaam | Cell: +255676586199 Email: info@zainafoundationtz.org | Website: www.zainafoundationtz.org

CODE OF CONDUCT

- 1. All trainees will receive an invitation letter of the specific event through their emails/WhatsApp group, and follow up will be done direct through mobile phones.
- 2. Make sure you attend the event according to your acceptance and for any emergency reasons that may lead you not to attend, please inform the organizers immediately when you receive an invitation.
- 3. Make sure you attend the event at a specific time as arranged.
- 4. If you will attend our event in a half day you will be paid a half day.
- **5.** Our events are participatory for all participants where they are allowed to share their views, stories etc. and will not disclose information and strictly maintain confidentiality.
- **6.** During break time and lunch time all participants will be given proper information and must use the time appropriately and return to continue with the event according to the time table.
- 7. All participants are supposed to stay in the event until the end.
- **8.** All information concerning with a specific event will be shared only to a participant and are supposed remain confidential.
- 9. Be active, creative and you are allowed to create any article or story for our events.
- 10. Put your phone on silence mode and avoid unnecessary movements.
- 11. All participants are requested to focus on the event, and avoid doing other work not related to the event. However, several breaks during the events will be provided to allow participants to attend other responsibilities.
- **12.** Respect for all genders is a must during our all events.

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