



Safeguarding Policy for AFAD

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1. INTRODUCTION

As an organization dedicated to fostering positive change within Bangladesh, we at AFAD recognize the crucial importance of safeguarding the individuals we serve. Our vision to establish an enabling environment for the realization and protection of fundamental human rights aligns with our mission to empower women, particularly young women, towards building a better world. We understand that achieving this vision and mission requires not only empowering individuals but also ensuring their safety, dignity, and well-being. In a society where vulnerable populations, especially women, face myriad challenges and risks, it is essential that we prioritize safeguarding measures to protect them from harm, abuse, exploitation, and harassment. Thus, this safeguarding policy serves as a fundamental framework to guide our actions, reflecting our unwavering commitment to creating a safe and inclusive environment where every individual can thrive and contribute positively to society.

2. STATEMENT OF COMMITMENT

The Association for Alternative Development (AFAD) asserts that every individual encountered, irrespective of age, gender identity, disability, sexual orientation, or ethnic origin, possesses the entitlement to protection from all forms of harm, abuse, neglect, sexual exploitation, and harassment. AFAD unequivocally condemns abuse and exploitation by staff or associated personnel.

- This policy will encompass the following facets of safeguarding: child safeguarding, adult safeguarding, and employee safeguarding from discrimination, neglect, commercial exploitation, trafficking, and Sexual Exploitation, Abuse, and Harassment (SEAH).
- Aligned with international standards such as the UN Secretary-General's Bulletin (ST/SGB/2003/13), IASC 6 Core Principles, UNCRC, Universal Declaration of Human Rights, CEDAW, UNCRPD, CHS, 2019 Development Assistance Committee (DAC) Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Cooperation and Humanitarian Assistance, AFAD pledges a Zero Tolerance of Sexual Exploitation and Abuse and Harassment.



Moreover, AFAD commits to complying with national legislation concerning SEAH, including but not limited to Constitutional articles 10, 28(2), 28(4), 19(3), The Penal Code 1860, The Bangladesh Labor Act (2006), The Bangladesh Labor Rules (2015 amended in Sept. 2022), Women and Children Repression Prevention Act-2000 (amended in 2020), The High Court Divisions' Guidelines (2009), The Pornography Control Act, 2012, and The Cyber Security Act 2023.

- AFAD will promptly address reported concerns to ensure the safety and well-being of the survivor. A survivor-centered approach, guided by principles of 'do no harm,' 'non-discrimination,' and 'respect,' will be adopted by AFAD in dealing with survivors, utilizing appropriate referral pathways to provide requisite services.
- AFAD is committed to ensuring that safe, accessible means of reporting safeguarding concerns are available to staff and the communities with whom we engage. Any staff reporting concerns or complaints through formal whistleblowing channels (or upon request) will be safeguarded by AFAD's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy, with action taken against malicious reporting.
- Furthermore, AFAD is open to complaints from external sources including the public, partners, and official bodies. The organization commits to addressing safeguarding comprehensively across its work, focusing on prevention, reporting, and response.

3. PURPOSE

The purpose of this safeguarding policy is to articulate AFAD's commitment to safeguarding and outline the principles, procedures, and responsibilities that govern our efforts to prevent and respond to safeguarding concerns. This policy aims to:

- Establish a clear framework for identifying and mitigating risks of harm, abuse, exploitation, and harassment within AFAD's activities and operations.
- Provide guidance to staff, volunteers, partners, and stakeholders on their roles and responsibilities in safeguarding individuals, particularly women and vulnerable groups.


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- Ensure that all individuals associated with AFAD understand their rights, know how to report safeguarding concerns, and have access to appropriate support and redress mechanisms.
- Foster a culture of openness, accountability, and continuous improvement, where safeguarding is prioritized and integrated into all aspects of our work.
- Demonstrate AFAD's unwavering commitment to upholding the highest standards of ethical conduct, integrity, and respect for human rights in all our interactions and interventions.

By adhering to this policy, AFAD reaffirms its dedication to promoting a safe, inclusive, and empowering environment for all individuals, thereby advancing our vision of a society where every person can realize their full potential and enjoy their fundamental human rights.

4. SCOPES

This safeguarding policy applies to all individuals and entities directly or indirectly associated with the Association for Alternative Development (AFAD) and encompasses the following:

4.1 All Staff Contracted by AFAD:

This includes individuals who are employed by AFAD on a full-time, part-time, temporary, or contractual basis. It covers staff members at all levels of the organization, including but not limited to executive leadership, program managers, administrative personnel, and support staff.

4.2 Associated Personnel whilst Engaged with Work or Visits Related to AFAD:

This extends to individuals who are not directly employed by AFAD but are engaged in activities or visits related to AFAD's work. This includes, but is not limited to:

- **Consultants:** External consultants hired by AFAD to provide expertise, advice, or specialized services for specific projects or initiatives.
- **Volunteers:** Individuals who volunteer their time and skills to support AFAD's programs, events, or activities on a non-remunerative basis.


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- **Contractors:** External entities or individuals contracted by AFAD to provide goods, services, or construction work as part of AFAD's projects or operations.
- **Programme Visitors:** This category encompasses individuals who visit AFAD's program sites or events for various purposes, including journalists covering AFAD's activities, celebrities participating in awareness campaigns, and politicians engaging in advocacy efforts.

5. SAFEGUARDING PRINCIPLES

For the purpose of safeguarding, AFAD upholds the following principles as fundamental and integral to its practices:

a. Dignity and Respect: AFAD is dedicated to preserving the inherent dignity and value of every individual. This principle guides our interactions with all stakeholders, irrespective of their background, identity, or circumstances. We are steadfast in treating everyone with respect, empathy, and empathy, acknowledging their entitlement to autonomy, self-expression, and personal agency.

b. Empowerment: AFAD is committed to enabling individuals, especially those facing vulnerability or marginalization, to assert their rights, make informed choices, and engage actively in decisions affecting their lives. We recognize empowerment as pivotal for fostering resilience, autonomy, and self-determination, and we endeavor to provide avenues for meaningful participation and involvement in our programs and initiatives.

c. Non-Discrimination: AFAD champions the creation of an environment devoid of discrimination, prejudice, and bias. We reject all forms of discrimination, whether based on race, ethnicity, gender, age, disability, religion, sexual orientation, socioeconomic status, or any other characteristic. We are steadfast in promoting diversity, inclusivity, and equity across all facets of our work, ensuring equitable access to our services and opportunities for all.

d. Confidentiality: AFAD understands the significance of preserving confidentiality in safeguarding matters to safeguard the privacy, dignity, and safety of individuals involved. Maintaining confidentiality is paramount for building trust and ensuring that individuals feel secure and supported when reporting safeguarding concerns. We



adhere to stringent confidentiality protocols, ensuring that information related to safeguarding issues is shared only with those with a legitimate need to know and in compliance with applicable laws and regulations.

e. Accountability: AFAD is unwavering in its commitment to accountability across all levels of the organization. We hold ourselves accountable for upholding our safeguarding policy, adhering to relevant laws and regulations, and taking prompt and appropriate action in response to safeguarding concerns. This includes conducting thorough investigations, providing support to victims/survivors, and implementing disciplinary or corrective measures against perpetrators. We believe in transparency, integrity, and accountability in our actions, and we welcome feedback, scrutiny, and oversight from our stakeholders to ensure that we maintain the highest standards of ethical conduct and accountability.

6. SAFEGUARDING PRACTICES

6.1 Prevention

AFAD Commits to:

- Ensuring all staff understand and fulfill their obligations outlined in this policy.
- Structuring and executing programs and activities in a manner that shields individuals from potential harm associated with their interaction with AFAD. This encompasses the collection and dissemination of information concerning individuals in our programs.
- Conducting program risk assessments and devising mitigation strategies before project commencement to ensure program safety.
- Enforcing rigorous safeguarding measures in the recruitment, management, and deployment of staff and associated personnel.
- Embedding safeguarding Key Performance Indicators (KPIs) into the Monitoring, Evaluation, Accountability, and Learning (MEAL) system, monitoring safeguarding progress, producing reports, and incorporating lessons learned.
- Providing staff with safeguarding training appropriate to their roles.



- Promptly investigating and addressing reports of safeguarding concerns in accordance with due process.

6.2 Staff Responsibilities:

Child Safeguarding:

- Prohibiting staff and associated personnel from engaging in sexual activity with individuals under 18 years old.
- Prohibiting sexual abuse or exploitation of children.
- Prohibiting physical, emotional, or psychological abuse, neglect, or discrimination against children.
- Prohibiting involvement in commercially exploitative activities with children, including child labor or trafficking.
- Prohibiting the engagement of children (under 18) in domestic work.
- Ensuring third parties associated with AFAD refrain from involving children in any AFAD-related activities.

Adult Safeguarding (Adult Program Participants):

- Prohibiting sexual abuse or exploitation of vulnerable adults.
- Prohibiting physical, emotional, or psychological abuse or neglect of vulnerable adults.
- Prohibiting the exchange of money, employment, goods, or services for sexual activity with program participants.
- Prohibiting sexual relationships with program participants, including children, due to inherent power imbalances.
- Prohibiting the purchase of sex services, even during personal leave, within or outside the community where AFAD operates.
- Prohibiting involvement in sexual or exploitative relationships with community members.
- Treating Sexual Exploitation and Abuse (SEA) as gross misconduct, resulting in termination of services.


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- Mandating immediate reporting of any incident or concern related to Sexual Exploitation, Abuse, and Harassment (SEAH).
- Expecting managers and leadership to foster environments that prevent SEAH incidents.
- Additionally, AFAD staff and associated personnel must:
- Contribute to fostering an environment that prevents safeguarding violations and supports the implementation of the Safeguarding Policy.
- Report any suspicions or concerns regarding safeguarding violations by AFAD staff or associated personnel to the appropriate authority.

Employee (Staff & Volunteers) Safeguarding:

- Prohibiting physical, visual, or verbal harassment in the workplace based on age, sex, race, religion, disability, political orientation, sexual orientation, or any other legally protected status.
- Prohibiting sexual misconduct or harassment in the workplace, during work-related travel, business trips, official gatherings, or public places.
- Prohibiting the exchange of job-related benefits for sexual favors.
- Prohibiting bullying or intimidation of staff for sexual favors.
- Prohibiting derogatory or sexual comments that degrade the dignity of staff.

6.2 Reporting and Response:

a. Reporting Mechanisms: AFAD maintains accessible and confidential reporting mechanisms to facilitate the prompt reporting of safeguarding concerns, ensuring individuals can come forward without fear of retaliation. These mechanisms may include dedicated hotlines, email addresses, online forms, or trained personnel designated to handle safeguarding reports with sensitivity and efficiency. We ensure widespread communication of these reporting channels to all stakeholders, ensuring accessibility to individuals of diverse backgrounds and abilities.

b. Response Protocol: AFAD has established a clear response protocol for addressing safeguarding concerns in a timely, compassionate, and thorough manner, encompassing the following steps:



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i. Initial Response: Upon receiving a safeguarding report, AFAD responds promptly and sensitively, acknowledging the concerns raised and providing immediate support to any individuals affected.

ii. Investigation: AFAD conducts impartial and comprehensive investigations into all safeguarding concerns, ensuring transparency, confidentiality, and respect for the rights and well-being of all parties involved. This may involve gathering evidence, interviewing relevant parties, and consulting external experts or authorities as necessary.

iii. Support Services: AFAD offers appropriate support services to victims/survivors of abuse, exploitation, or harassment, including access to medical care, counseling, legal aid, and other forms of assistance. We prioritize the safety, well-being, and dignity of affected individuals, ensuring they receive the necessary care and support to recover and heal.

iv. Disciplinary or Corrective Action: AFAD takes prompt and proportionate disciplinary or corrective action against individuals found to have engaged in misconduct or wrongdoing. This may include termination of employment or volunteer status, suspension of program activities, referral to law enforcement, or other measures deemed necessary.

v. Learning and Improvement: AFAD views safeguarding incidents as opportunities for reflection, growth, and improvement. We conduct debriefings and reviews following investigations to identify lessons learned, policy gaps, and opportunities for enhancing our safeguarding practices. This information guides corrective actions, updates to policies and training materials, and improvements to prevention and response mechanisms.

vi. Documentation and Reporting: AFAD maintains accurate and confidential records of all safeguarding reports, investigations, and actions taken, ensuring compliance with relevant laws and regulations while respecting the privacy and dignity of individuals involved.



c. Continuous Improvement: AFAD is committed to continuously improving its safeguarding policies, procedures, and practices based on ongoing feedback, evaluation, and learning. We regularly review and update our safeguarding policy to reflect evolving best practices, legal requirements, and community needs, ensuring that it remains effective, relevant, and responsive to the changing context in which we operate.

6.3 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

7. REVIEW OF POLICY

This safeguarding policy will be regularly reviewed and updated to maintain its relevance, efficiency, and alignment with changing legal and ethical norms.

8. ASSOCIATED POLICIES AND GUIDELINES

- Code of Conduct
- Child Safeguarding policy (Bangla)
- Adult Safeguarding policy (Bangla)
- Complaints Policy
- Procedures for reporting and response to safeguarding concerns.
- Procedures for safeguarding staff recruitment.

9. GUIDING PRINCIPLES

There are several key pieces of legislation and guidance that inform the principles underpinning this policy, and AFAD's practices in relation to safeguarding children, women, persons with disabilities and other vulnerable adults, these include:

- The Children Act 1989
- United Nations Convention on the Rights of the Child 1989



- The Children Act 2004 & 2007
- Working Together 2018
- The Care Act 2014
- Human Rights Act 1998
- Keeping Children Safe in Education 2020
- Core Humanitarian Standard on Quality and Accountability (CHS) 2014

ANNEX 1: RELEVANT DEFINITIONS

Beneficiary of Assistance

Someone who directly receives goods or services from the AFAD programme. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

Harm

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)


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Safeguarding

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialize. Those systems must be survivor-centered and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the Centre of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

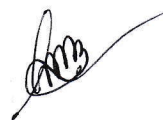
Intimidation

The unreasonable use of status or authority to require an individual to perform an action or task which the individual knows to be inappropriate, illegal or in direct conflict with AFAD policy or procedures;

Bullying

Any offensive, abusive, malicious or insulting behaviour which makes the recipient feel upset, threatened, humiliated or vulnerable.

Survivor



The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Verbal harassment – such as jokes, epithets, slurs, negative stereotyping, and unwelcome remarks about an individual's body, colour, physical characteristics, or appearance, questions about a person's sexual practices, or gossiping about sexual relations.

Physical harassment – such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, leering at a person's body, and threatening, intimidating, or hostile acts that relate to a protected characteristic.

Visual harassment – such as offensive or obscene photographs, calendars, posters, cards, cartoons, e-mails, drawings, and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

Sexual Harassment

Sexual Harassment is a type of harassment that includes unwelcome sexual advances, requests for sexual favors, or words, pictures, or gestures of a sexual nature that are offensive or create a hostile work environment. It is also considered sexual harassment for a supervisor or manager to subject an employee to a positive or negative personnel action in exchange for accepting or refusing sexual advances. There are two distinct categories of sexual harassment:



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- **Quid Pro Quo** – When an individual's submission to or rejection of unwelcome sexual conduct is used as a basis for employment decisions affecting that individual, including granting of employment benefits; and
- **Hostile Environment** – When unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences.

Sexual harassment includes harassment of women by men, of men by women, and same-sex harassment. Sexual harassment is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for AFAD.

AFAD prohibits any and all conduct that may reasonably be interpreted as harassment as defined above, whether or not such conduct is pervasive enough or severe enough to meet the technical legal requirements of harassment.

ANNEX 2: CHILD PARTICIPATION CONSENT FORM

I, Mr./Ms..... in my capacity as the father/mother/legal guardian of (Child's full name), hereby voluntarily allow Fr./Sr./Mr./Ms..... (Name)..... (Designation) of AFAD to remove the said (Child's name) from my custody temporarily for the purpose of allowing the child to participate in a workshop/meeting/discussion/seminar/program to be conducted at (location) on (date) with the full understanding that AFAD takes the entire responsibility for the protection, safety, and well-being of the child while she/he is under the custody of AFAD. Fr./Sr./Mr./Ms..... of AFAD undertakes to return the child safely to my custody on the conclusion of the workshop/meeting/discussion/seminar/program. The photographs/images of the said child can be used with the consent of the parent(s).

- Signature.....
- Full Name.....



- Mother/Father/Legal Guardian on behalf of Representative of AFAD.....
- Address.....

ANNEX 3: CODES OF CONDUCT

To be applied within and out of working hours

By signing this document, I agree:

- To comply with AFAD's Safeguarding Policy and this Code.
- To report any concerns or incidents in line with procedures set out in the policy.
- To raise awareness of the policy and Code of Conduct in my work environment.

I will:

- Be committed to playing my part in creating a culture of openness and mutual accountability in the workplace. This culture will enable all safeguarding concerns to be both raised and discussed. This will in turn ensure inappropriate and abusive behavior is challenged.
- Help create and/or uphold an environment that is safe, positive, and encouraging, where people are listened to and respected as individuals.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with at-risk adults and/or children in a work context, I will ensure that another adult is present or within reach at all times.
- Ensure physical contact is at all times appropriate and not an invasion of the individual's privacy.
- Use positive, non-violent methods to manage behavior.
- Respect an individual's dignity and their need to be safeguarded at all times when taking photographs, filming or writing reports.



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- Ensure that when photographing, filming or interviewing children and adults, the guidelines within the policy are followed and that consent has been obtained, individuals are properly dressed and are not depicted in a way that is abusive, sexually provocative, demeaning or culturally inappropriate or that characterizes them as being reliant on the viewer.
- Protect and handle personal data of others with care, to minimize the risks posed by third parties who receive information about children and adults from AFAD or its partner organizations.
- Respond to safeguarding concerns according to the reporting protocol.
- Comply with any investigation led by official bodies (including interviews) and make available any information necessary.

I will never:

- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defense.
- Condone or in any way force an adult at risk, or a child, to participate in any form of sexual activity, real or simulated, on the internet or in any other medium.
- Make sexually suggestive comments or actions to a child, even as a joke.
- Touch, hold, kiss, or cuddle an adult at risk, or a child, in an inappropriate and/ or culturally insensitive way.
- Marry a person below the age of 18, regardless of consent or local custom.
- Help at-risk adults or children with acts of an intimate or private nature, which they can do for themselves. Such actions may only be undertaken for an individual who has acknowledged the need for that assistance directly, or through a parent/guardian.
- Engage in activities involving close body contact with at-risk adults and/or children, beyond professional requirements
- Hit or otherwise physically assault, or physically abuse anyone, nor use any form of corporal punishment as a disciplinary measure.



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- Condone or participate in behavior with at-risk adults or children that is illegal, unsafe, or abusive, including being part of harmful traditional practices, spiritual, ritualistic, or substance abuse.
- Act in ways intended to shame, humiliate, belittle, or degrade others, or otherwise perpetrate any form of emotional abuse.
- Exploit adults or children for their labor (e.g. domestic servitude, street begging) or for sexual purposes, or participate in the trafficking of children. 'Child domestic servitude' does not include occasional house help, babysitting, kitchen gardening during school holidays, or general domestic tasks out of school time.
- Develop relationships with children or adults that could be deemed exploitative or abusive.
- Spend excessive time alone with an at-risk adult, or a child, away from others, behind closed doors, or in a secluded area (in line with the 'Two Adult Rule')
- Take an at-risk adult, or a child, who has been involved in our programs, to my home, or visit them in their home where I may be alone with them.
- Sleep in the same bed or the same room as an at-risk adult or a child met through work or allow them to stay overnight at my home.
- Take an at-risk adult or a child met through work alone in a vehicle unless it is absolutely necessary, and only with parental/guardian and managerial consent.

Location and date: -----

Signature: -----

ANNEX 4: INCIDENT REPORTING FORM

Part One: About You
Name(s): Your role at AFAD:
Details of any other organization involved:

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Your relationship to the victim/s concerned:

Part Two: About the suspicion and /or allegation of abuse

The nature of suspicion or the allegation of abuse:

How did you come to know about the suspicion or the allegation of abuse?

Date, time and place of the incident(s):

Emotional indicators observed:

Behavioral indicators observed:

Was anyone else present?:

If so, who? :

Part Three: Measures adopted so far

Has the victim received any immediate medical attention?

Has the complaint been lodged with the police?

If so, name of the police station, date and time of the complaint:

Whether the Regional/Upazila/Project/ Trust Officer have been informed of the incident? If so, the name, address, phone number of the Officer?

Whether you have reported the incident to any other official or an institution? If so, the time and date of reporting and persons to whom the report was made:

Advice given:

Action taken:

ANNEX 5: COMMITMENT FOR ORGANIZATION'S EMPLOYEES (APPLICABLE TO EMPLOYEES AT ALL LEVELS)

I am the lower signer received a copy of AFAD's safeguarding policy. I promise to read it at my own risk, understand the content and fully comply with it in my personal, family, social life and organization work.

Recipient

Employer Name


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Designation
=

Project/Section
:

Working area/Office
=

Signature with remarks of the
Supervisor and head of the office
:

Date
=

**ANNEX 6: COMMITMENT FOR THE GENERAL AND EXECUTIVE COUNCIL
MEMBERS OF THE ORGANIZATION.**

I am the lower signer received a copy of AFAD's safeguarding policy. I read it at my own risk and realized the content. I totally agree with its content. I pledge to abide by it fully in my personal, family, social life and organization work.

Recipient
=

Member/ Members Name
=

Title
=

General/ Executive Council
=

Signature with remarks of the President :

Date
=



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Kurigram

**ANNEX 7: COMMITMENT FOR THE CONSULTANTS ENGAGED IN THE WORK OF
THE ORGANIZATION.**

I have been hired as a consultant for the job of low signatory. I received a copy of AFAD's safeguarding policy. I read it at my own risk and realized the content. I totally agree with this content, and I promise that I will fully comply with it in my personal, company work while I am involved in the work of this organization.

Recipient

:

Name of the consultant

:

Have been engaged for that work

:

Signature with comments from the CEO

:

Date

:

