

# LETTER OF COMMITMENT FORMAT

**for the Code of Conduct, Child  
Safeguarding Policy (CSP) and Policy on  
the Protection from Sexual Harassment,  
Abuse and Exploitation (PPSEAH)**

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FORHRS01EN

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# 1. INTRODUCTION

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## 1.1. Exceptions

No exceptions are applied to this normative document.

## 1.2. Change Log

Version No.	Description of change	Approval date
1	Original version	11/08/2021

## 1.3. Responsibilities

### 1.3.1. Person(s) responsible ensuring the letter is signed by members of the Board of Trustees and Educo staff.

For these two groups, the same letter template will be used, and the same areas will also be responsible for coordinating the training. Therefore, when a new person joins as a member of the Board of Trustees or as a member of one of the organisation's working teams, the **People & Culture Area in each Country Office or Head Office** will be responsible for coordinating the training with the Safeguarding focal points - for the CSP and the PPSEAH, respectively - and, once it has been carried out, for providing the Code of Conduct, the CSP and the PPSEAH, as well as ensuring they sign the letter of commitment, so that it can be subsequently filed in the appropriate place by the person responsible for the process, and ensuring its proper custody, as these documents are part of the procurement process and may later be requested for a technical or financial audit, either internal or external.

### 1.3.2. Person(s) responsible for ensuring the letter is signed by staff from local partner organisations.

In the case of local partner organisations, it will be the Programs Area in each Country Office - through the Educo staff member responsible for the project - who will be in charge of providing the legal representative of the partner organisation with a copy of the Code of Conduct, the CSP and the PPSEAH, as well as requesting the signature of the letter of commitment. This first step will be carried out as part of the formalisation of the agreement between the two organisations and the letter of commitment will be one of the documents that must be added as an annex to the interinstitutional agreement.

Subsequently, once the relationship with Educo has been formalised, **the same Educo staff member responsible for the project will be in charge of coordinating the training for the staff from the**


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**partner organisation involved in implementing the project or program**, with the Safeguarding focal points - for the CSP and the PPSEAH, respectively - after which each person will be given a copy of the Code of Conduct, the CSP and the PPSEAH, as well as the letter of commitment, which they will each be asked to sign. All the letters of commitment must then be filed by the Educo staff member responsible for the project, in the appropriate place, as they are part of the procurement process and may later be requested for a technical or financial audit, either internal or external.

### **1.3.3. Person(s) responsible for ensuring the letter is signed by suppliers.**

For suppliers, be they individuals or groups -companies or other entities-, training on the Code of Conduct, the PPSEAH and the CSP and, consequently, the signing of the letter of commitment will only take place in those cases in which, as part of their services, the suppliers will have direct contact with the participating population, staff from partner organisations, other allies, or Educo staff. In these cases, **the body responsible** for coordinating training with the Safeguarding focal points -for the CSP and PPSEAH, respectively-, **will be the Administration area -through Logistics, where available in the COs -**, it will also be responsible for providing suppliers with the Code of Conduct, the PPSEAH and the CSP and managing the letter/s of commitment, which must be filed as part of the procurement/contracting process, ensuring their proper custody, and may later be requested for a technical or financial audit, whether internal or external.

In cases where the services provided by the suppliers do not imply contact with the participating population, staff from partner organisations, other allies, or Educo staff, neither training nor the signing of the letter of commitment will take place; however, **the Administration area will be responsible for sending the supplier the Code of Conduct, as well as the PPSEAH and PPBT**, so that these institutional regulations are known to the supplier.

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## 2. DOCUMENT DEVELOPMENT

### 2.1.Format for the members of the Educo Board of Trustees and Educo staff

**Letter of commitment to the Code of Conduct, the CSP and the PPSEAH to be signed by members of the Board of Trustees and Educo staff**

I, ....., in full use of my cognitive abilities and faculties, acknowledge that **I have read and fully understand the Code of Conduct, the Child Safeguarding Policy (CSP) and the Policy on Protection from Sexual Exploitation, Abuse and Harassment (PPSEAH) and the reporting procedures** therein, and declare my **full commitment to abide by these policies and rules.**

In accordance with the consent and undertaking given, I also declare that:

- (1) I understand that failure to comply with the provisions of these policies and rules may result in disciplinary action, depending on the degree of seriousness of the breach, and/or termination of my employment with Educo.
- (2) I understand that failure to comply with the provisions of policies and rules could lead to criminal prosecution.

In this regard, I authorise Educo to carry out the necessary investigations, including reference checks and, if permitted by law, background or criminal record checks, as a sign of commitment to the organisational safeguarding policies and rules in force at the time of signing this document.


Lastly, I declare my willingness to participate in the training sessions about these policies and rules organised by Educo and any other activity that strengthens my knowledge of the institutional regulations in order for me to better comply with them.

**Name and surname:**

**Position:**

**Signature:**

**Date of signature:**

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## 2.2.Format for staff from local partner organisations

**Letter of commitment with the Code of Conduct, the CSP and PPSEAH to be signed by staff from the local partner organisations that have a formal contractual relationship with Educo**

I, ....., in full use of my cognitive abilities and faculties and in representation of ....., acknowledge that **I have read and fully understand the Code of Conduct, the Child Safeguarding Policy (CSP) and the Policy on the Protection from Sexual Exploitation, Abuse and Harassment (PPSEAH) and the reporting procedures** therein, and declare my **full commitment to abide by policies and rules**.

- (1) I understand that non-compliance with these policies and rules could lead to the termination of the relationship of the organisation that I belong to with Educo.
- (2) I understand that failure to comply with these policies and rules could lead to criminal prosecution.

Lastly, I declare my willingness to participate in the training sessions about these policies and rules organised by Educo in coordination with the organisation I belong to and any other activity that strengthens my knowledge of the institutional regulations in order for me to better comply with them.


**Name and surname:**

**Position:**

**Name of the organisation I belong to:**

**Signature:**

**Date of signature:**

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## 2.3. Format for suppliers

### Letter of commitment with the Code of Conduct, the CSP and the PPSEAH to be signed by suppliers

I, ....., in full use of my cognitive abilities and faculties and in representation of ....., acknowledge that **I have read and fully understand the Code of Conduct, the Child Safeguarding Policy (CSP) and the Policy on the Protection from Sexual Exploitation, Abuse and Harassment (PPSEAH) and the reporting procedures** therein, and declare my **full commitment to abide by these policies and rules**.

- (1) I understand that non-compliance with these policies and rules could lead to the termination of the relationship of the organisation that I represent or my relationship with Educo.
- (2) In this regard, I authorise Educo, within the framework of the joint relationship, to collect all background information on the organisation I represent and/or myself in relation to the above-mentioned policies and rules.
- (3) Lastly, I declare the willingness of the organisation I represent and/or myself to participate in training sessions on institutional policies and rules, if applicable.

**Name and surname:**

**Position:**

**Name of the organisation/company I belong to (if applicable):**

**Signature:**

**Date of signature:**