



2. CHILD PROTECTION POLICY

2.1. Introduction

MIDP carries out activities which bring adults into regular unsupervised contact with children under the age of 18 (“**Underage Students**”). This includes providing, among others, debate and public speaking training, private tutoring and other communication and educational services (“**Training Activities**”) in our premises and elsewhere.

MIDP takes a zero-tolerance stance against any kind of abuse, mistreatment or harm caused on any of the Underage Students. This policy aims to maintain the safest possible environment and safeguard the interests of all Underage Students at all times during their engagement with MIDP.

This policy is applicable to all directors, managers and executive officers (“**Management**”), full time and part time employees (“**Employees**”), trainers, administrative officers, and people working on behalf of our organisation (“**MIDP Representatives**”) and other companies or organisations (“**Affiliates**”) and persons whose duties bring them into contact with Underage Students or Training Activities under MIDP.

2.2. Conduct of Training

A. Syllabus and Competency

All Training Activities involving Underage Students should be planned in advance and delivered in a manner that is sensitive to the level of maturity and understanding of the Underage Students. All MIDP Representatives should ensure that they have the necessary competency to conduct Training Activities, supervise and assist the Underage Students as necessary.

B. Communication and Respect

Communication and interaction with Underage Students is vital in establishing relationships built on trust. All MIDP Representatives should listen to what the Underage Students are saying and respond appropriately. Underage Students are entitled to the same respect as any MIDP Representatives. **All MIDP Representatives should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes or comments which are clearly unsuitable.** All MIDP Representatives have a strict duty never to subject any Underage Student to any form of emotional, psychological, physical or sexual harm or abuse.

C. Prohibition of One-on-One Session and Offering Transportation

All MIDP Representatives are prohibited from conducting any Training Activities alone and behind closed doors with an Underage Student at all times, unless prior consent from the parents are obtained or with the presence of another adult with the approval from Management. All MIDP Representatives are prohibited from offering transport to an Underage Student anywhere without prior consent from the parents or as part of a formal arrangement pre-approved by MIDP.

D. Physical Contact

MIDP Representative are prohibited from having any physical contact with an Underage Student unless it is (i) to prevent accident or injury to themselves or anyone else, (ii) to provide medical assistance, nursing, or other general care, (iii) to comfort or reassure Underage Student in distress or hurt, without compromising his/her dignity,



in which case the prior consent of the affected person should be requested where possible.

E. Contact Outside of Work

Contact should not be made with any Underage Student for any reason whatsoever unless prior consent from parents are obtained. In particular, all MIDP Representative are required to maintain MIDP's reputation for integrity and responsibility in dealing with Underage Students. **All Management, Employees and MIDP Representatives are strictly prohibited from entering into any social, non-paltonic or other non-work related relationships with them.**

2.3. **Confidentiality**

All personal information regarding an Underage Student is highly confidential and should only be shared with appropriate people on a need to know basis. Anyone who is likely to have access to confidential material regarding the Underage Students, or any of the bodies on behalf of whom MIDP is working, may be required to sign a non-disclosure agreement. The requirement for confidentiality is emphasised.

2.4. **Complaint and Grievances**

Any breach, misconduct or mistreatment arising from this policy may be reported by filling up the Misconduct Complaint Form and email the same to complaints@midp.edu.my. The identity of the complainant shall be kept confidential to the fullest extent possible and shall not be disclosed to third parties without prior consent of the complainant.

2.5. **Implementation and Breach**

All MIDP Representatives must be aware of and observe this policy at all material times. This policy will be made available via the MIDP website to grant easy access to parents, guardians and all relevant persons. Any concerns about the interpretation and application of this policy may be directed to complaints@midp.edu.my.

Failure to follow the guidelines in this policy by any MIDP Representative is considered a serious offence and will be investigated thoroughly and dealt with accordingly. If necessary, an inquiry will be conducted by an independent committee to take all required actions in dealing with such breach, misconduct or mistreatment committed against any Underage Students.

Serious breaches may lead to dismissal, suspension or termination of any agreement or arrangements with the MIDP Representative involved, in which case MIDP reserves the right to seek further legal actions against and claim for any damages and losses caused by such breach.