



Afrika Sisi Nyumbani Limited

Cell Phone Policy

Purpose

This policy is established to promote a focused, safe, and respectful environment during all children and youth engagement programs, as well as during work hours for staff and volunteers. It supports the smooth operation of activities, protects participants' privacy, and ensures a distraction-free setting.

Scope

This policy applies to all children, youth participants, volunteers, and staff involved in Afrika Sisi Nyumbani Limited programs or present on its premises.

Policy Guidelines

1. General Cell Phone Use

- The use of cell phones is strictly prohibited during all children and youth engagement program activities unless expressly permitted by program leadership due to a special need or program requirement.
- Staff and volunteers must keep their cell phones on silent or off during working hours and engagement activities unless otherwise approved for work-related purposes.
- Personal phone use should be limited to break periods and in designated areas only.

2. Children and Youth Participants

- Children and youth participating in any Afrika Sisi Nyumbani Limited programs are not permitted to use cell phones during sessions.
- Afrika Sisi Nyumbani Limited maintains a strict policy against child labor. Children are not allowed to work at company premises under any circumstances. The company is fully compliant with all child protection regulations and remains free from any child labor-related activities or projects.

3. Volunteers and Staff

- Volunteers and staff must act as role models by minimizing cell phone use and reinforcing the policy among participants.
- Cell phones may only be used during active program time if:
 - Required for an emergency
 - Necessary for program-related activities (e.g., photos/videos for documentation, communication with other team members), and only with prior authorization from the program coordinator or manager

4. Special Exceptions

- Any individual who requires cell phone use due to medical needs, family emergencies, or specific programmatic functions must obtain approval in advance from the supervisor or program coordinator.

Enforcement

Failure to adhere to this policy may result in:

- A verbal warning
- Temporary removal from program participation or duties
- In cases of repeated or serious violation, further disciplinary action as deemed appropriate by management

Conclusion

Afrika Sisi Nyumbani Limited is committed to ensuring a professional and child-safe environment where all participants, staff, and volunteers can engage effectively. We appreciate your cooperation in maintaining these standards.