

BETHEL EMPLOYEES CODE OF CONDUCT

Each employee must sign an "Acknowledgement" (see attachment at the end of the Code) that the employee has received and read the Code, and that the employee understands and agrees to abide by its provisions. By joining and continuing employment with Bethel, each employee agrees to adhere to the Code and the current official policies of the organization. Disciplinary action, including termination, may be taken when an employee violates any provision of this Code or other corporate policies. The Foundation reserves the right, at its sole discretion, to change the Code or waive any provision thereof at any time, for any or no reason, and with or without prior notice.

The Code is not intended in any way to constitute a contract of employment. It is intended to represent a set of principles by which all employees agree to abide.

BASIC RULES

While working, employees should remember that they represent Bethel. Please act in a manner that is favourable to the image of Bethel at all times. We expect the same high standard of integrity, respect, and courtesy from our employees, as they can expect to receive from the management:

1. Do not spit
2. Do not smoke while working
3. Do not raise your voice under any circumstances
4. Have a clean presentation (finger nails, clothes, general appearance)
5. Women should not wear attire that are too revealing, clothing should be appropriate for work with children
6. Watch your language, children are always listening
7. Be polite
8. If you are in disagreement with a co-worker:
 - Do not raise your voice!
 - Go in a private place and solve your conflict
 - If you cannot come to a peaceful agreement, go to your superior
 - If the problem cannot be solved, both parties shall go to the HR director
 - If an employee loses his/her self-control (raises his voice, threatens a co-worker) he/she will be asked to leave the site immediately and will lose one (1) day's salary

Always remember that, at any time, there may be children nearby that look up to you as example. Also, there may be visitors, who are the main source of income for Bethel (including your salary), and your supervisor. If you lose your temper, it will not benefit you in any way, nor will it help to solve the problem.

9. Be on time

Who	From	To	Days
Ayis day shift	8 :00am	5 :00pm	6 days
Ayis night shift	5 :00pm	8 :00am	6 days
Office staff	9 :00am	5 :00pm	5 days
Maintenance	9 :00am	5 :00pm	6 days
Drivers	On call		6 days
Isaac	1 :00	5 :00	5 days
Wang	8 :00	5 :00	6 days
Teachers	8 :30	5 :00	5 days

10. If you need help with your work, you may ask assistance but be mindful that everybody has his own duties to perform
11. If something is broken please refer it directly to Mr. Han
12. Maintain appropriate confidentiality about information you have gained about Bethel, such as finances, salaries, etc...
13. Do not go to Jiyong's house
14. Do not call the Gauvain household, except in an emergency

IN THE OFFICE

1. If you wish to listen to music, use headphones
2. During meetings make sure no noise disturbs the meeting (turn off your cell phone)
3. If you need to talk to someone who is in a meeting, do not interrupt unless it is an emergency. Wait until the meeting is over to talk to the person

EQUAL EMPLOYMENT OPPORTUNITY

We do not discriminate against any employee or applicant on the basis of sex, race, color, religion, age, national origin, citizenship, disability. This policy applies to all of our employment practices, including recruitment, employment, placement, training, promotion, compensation, retention and termination of employees, as well as to other terms and conditions of employment. It is our goal to ensure that hiring, promotion, compensation, discipline, and termination decisions are based upon the job-related qualifications and abilities of employees and applicants.

The following situations will bring discipline measures:

- Improper handling or reporting of money or financial transactions;
- Destruction of or unauthorized removal of records, furniture, fixtures or equipment;
- Submitting false expense reimbursement reports.

- Offering, making, soliciting or receiving any bribe, kickback or other unlawful payment, directly or indirectly;
- Employees are expected to use Bethel's equipment and materials (e.g. telephones, facsimile machines, computers, photocopiers, vehicles and office supplies) solely for Bethel business, although occasional personal use is permitted with the approval of your supervisor.
- Equipment may not be removed from Bethel's premises without the prior approval of your supervisor.

PREVENTION OF VIOLENCE IN THE WORKPLACE

The best deterrent to employee violence is open communication between an employee and his/her management. Bethel recognizes this and always maintains an open door policy for constructive and interactive problem resolution. However, any act of violence or threat of violence, serious or not, direct or indirect, against a co-worker, client, visitor or other individual, by a Bethel employee, will not be tolerated and is expressly prohibited. Any employee found to be engaging in such an act will be subject to disciplinary action, up to and including termination.

EMPLOYEES WITH DISABILITIES

Bethel attempts to reasonably accommodate qualified candidates or employees with disabilities, as long as the accommodation does not impose an "undue hardship" on the Foundation. Requests for accommodation should be made in writing to the Human Resources Department.

JOB ABANDONMENT

In the event that an employee fails to report to work for three (3) consecutive scheduled working days, and has not notified his/her manager, the employee will be considered to have voluntarily abandoned his/her job, and will be terminated. Notifying a coworker is not sufficient. In the case of an approved Medical Leave of absence, an employee will be considered to have abandoned his/her job if, once the leave has exhausted, the employee fails to return to work. If there are extenuating circumstances concerning an employee's absence, which can be verified, Bethel Human Resources' Director (Jiyong) will review the information. However, this does not guarantee or imply that a reversal of enforcement of this policy will occur and/or that employment will be reinstated.

WHO TO REPORT TO FOR PROBLEM SOLVING?

Ayis, cooks, cleaning staff report to Wang Shu Lan

Office staff, Mr Quan, Mr Han and teachers report to Mr Jiyong

Wang Shu Lan, Ye Lan report to Li Xiang Mei

If the conflict cannot be solved with your immediate supervisor, both parties should report to Mr. Jiyong, in charge of Human Resources. After hearing both parties, a written decision will be made and finalized.

I have read, understood and agrees with this document:

Employee's Name: _____

Date: _____

Director of Human Resources: _____