

Thank you for visiting the KOTO Training Centre or Training Restaurant. We are grateful for your interest and support of KOTO's program.

As part of our duty of care, it is essential for us to ensure the safeguarding of the trainees and staff within our care. Therefore, we have designed the following visitor regulations that we request each visitor to read and acknowledge before your visit.

1. Ensure that your visit is previously scheduled with a KOTO staff member.
2. Check in at the security gate, provide a signed copy of these visitor regulations and pick up your visitor pass.
3. Display your visitor pass throughout your visit to KOTO facilities.
4. Be respectful and cordial with all KOTO trainees & KOTO staff.
5. Never be 1-on-1 with a KOTO trainee. Ensure that a KOTO staff is present before engaging in activities.
6. Ensure respectful photographing and videoing of KOTO staff and trainees and proper sharing of their images & stories. The following are guidelines for the taking and sharing of photos and videos from your visit at KOTO.
  - Only take photos during the official activities during the visit and refrain from taking photos of individual trainees.
  - Respect a person's right to refuse to be photographed or video. If you sense any reluctance or confusion, refrain from taking the photo or video.
  - Ensure photographs, films, and videos present children in a dignified and respectful manner and not in a vulnerable, submissive or sexually suggestive manner.
  - If sharing the photo, ensure it represents the activity engagement both in image and message.
  - Do not identify the full name or detailed background of individual trainees.
7. Do not give/lend KOTO trainees money or borrow money from them.
8. Do not use physical punishments or abusive languages.
9. Do not invite KOTO trainees to your home/office/private place under any circumstance and for any reason at any time.
10. Do not act inappropriately to harass, abuse, sexually provoke, or degrade the dignity of the KOTO trainees in any manner including, but not limited to, involving them in any sexual activities.
11. Comply with related local laws including child labor laws by not hiring KOTO trainees with household chores which may affect their natural growth and/or deter them from accessing education and relaxation or harm them physically or mentally.
12. No smoking outside of the designated smoking areas.
13. Report immediately all allegations, suspicions or actions related to child abuse to KOTO Management.

I understand the above visitor regulations and commit to complying with them during and after my visit to the KOTO Training Centre and/or KOTO Training Restaurant.

**Name:**

**Signature:**

**Date:**

**Thank you for contributing to the care and protection of children and young adults at KOTO.**