

Borneo Child Aid/HUMANA CHILD AID SOCIETY SABAH

Lot 37, MDLD 6057, Lorong Perdana 3, Sri Perdana

P. O. Box 61850, 91127 Lahad Datu, Sabah, Malaysia

Office: 089-866857 Fax: 03-21784113

Email: info@borneochildaid.org www.borneochildaid.org

Reg. No. 123/96 (Sabah)



General Requirements for opening a Humana Learning Centre (August 2009):

1. The Establishment of Learning Centres is done in a positive cooperation and partnership between Humana Child Aid Society and the Plantation Company.
2. The Plantation Company will provide a suitable facility for classrooms and tables and chairs and basic necessities in order to start the Learning Centre. The Plantation company will also provide suitable accommodation for teachers incl. bed and basic furniture.
3. Transportation of the children to the learning centre is organised by the plantation company.
4. The Plantation Company will contribute a basic monthly payment to Humana Child Aid Society Sabah for the expenses in running the Learning Centre. The monthly basic contribution from 2008 is presently RM 1500 per month per unit of 50 children. 50 -80 children RM 2500. 80 - 120 Children = RM 3000 120-150 Children = RM 4500, 150-180 Children RM 5500, 180- 200 Children = RM 6000 and so on.

A recommended higher contribution of RM 2000 per unit of 50 children is proposed from 2009.

This will make it possible for us to provide a better standard of educational materials and placement of teachers for the centre and help us to improve conditions for our teachers.

Payments should be made monthly before the end of the month, as our project's efficiency depends on this. Any future change of payment must be agreed upon by both parties.

5. Humana Child Aid Society will provide suitable teachers, and provide continuous training and supervision. The teachers will run the centre independently and in a responsible way with regards to the children's learning and safety. Humana Child Aid Society will be responsible for payment of salaries, insurance, epf and other expenses connected to the teachers employed at the project.
6. Humana Child Aid Society will provide monthly supply of school materials for the centre, as well as arrange delivery of school books and other materials.
7. Humana Child Aid Society will arrange the permit from the Ministry of Education for the centre, as well as handle any inspections from the authorities at the centre.
8. The teachers will initiate a Parents - Teacher association, which will cooperate on matters concerning the running of the Learning Centre.
9. Yearly Costs borne by parents (or optionally by the company as an extra gesture towards the workers):
RM 20 for one set of books (subsidised price from Humana)
One set of Uniform RM 30. T-shirt RM 12, ID Card RM 2.50 plus one photo.
Parents-Teacher Association: RM 1 or 2 per month depending on agreement with parents (RM 12 or 24 per year).
Any other contributions from parents must be agreed upon in the PTA.

10. The teacher will report monthly to the plantation management on the running of the learning centre. The teacher shall not be involved in other of the plantations matters unless agreed upon by the management.
11. Any problems or disagreements concerning the running of the centre shall be solved in good faith and in direct contact between the plantation management and Humana's management and with respect to the interest of the plantation company as well as the plight of the children. The Plantation Company has the final authority in matters concerning the Learning Centre in the Estate.
12. Humana Child Aid Society will help to support the company's corporate social responsibility efforts through the RSPO as well as other forums concerned with sustainable palm oil production.

Torben Venning
Director H/P 013-8884402