

**Borneo Child Aid/HUMANA CHILD AID SOCIETY SABAH**  
Lot 177, MDLD 6820, Lorong Perdana 14, Sri Perdana  
P. O. Box 61850, 91127 Lahad Datu, Sabah, Malaysia  
Office: 089-866857/862600 Fax: 089-862401/ 03-21784113  
Email: [info@borneochildaid.org](mailto:info@borneochildaid.org) [www.borneochildaid.org](http://www.borneochildaid.org)  
Reg. No. 123/96 (Sabah)



### **Terms and Requirements for opening a Humana Learning Centre (January 2010):**

1. The establishing of Learning Centres is carried out 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 within walking distance to the centre.
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 2010 is RM 2000 per month per unit of 50 children. 50 -80 children RM 3000. 80 - 120 Children = RM 4000 120-140 Children = RM 5000, 140-180 Children RM 6000, 180- 220 Children = RM 8000 and so on.

The contribution of RM 2000 per unit of 50 children is in effect from 2010 for new centres. The extra contribution is an increase from past years, and will make it possible to provide a higher standard of educational materials, as well as always providing suitable teachers.

Payments should be made monthly every month incl. during the December school holiday. Please issue a check before the end of the month, as our project depends on this. Payments should be issued by an account payee check to our society's registered name: "Humana Child Aid Society Sabah"

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, work permit, 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 has a general permit to run education for plantation children as well as other unregistered children and will arrange a specific 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's 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 22 for one set of books (subsidised price from Humana)  
One set of Uniform RM 30-35 (depending on size). T-shirt RM 12-13 (depending on size), ID Card RM 2.50 plus one photo.

Parents-Teacher Association: RM 2 per month depending on agreement with parents (RM 24 per year).

Any other contributions from parents must be agreed upon in the PTA.

Only agreed contributions for special occasions such as sports uniforms or dresses can be added. The teacher is not to collect from parents for other purposes.

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 be happy to help to support the company's corporate social responsibility efforts through the RSPO as well as other forums concerned with sustainable palm oil production.
13. The Terms and Requirements described in this document shall be seen as a Memorandum of Understanding, when this paper is signed by both Parties.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Torben Venning, Director, Borneo Child Aid/Humana

Terms approved by:

\_\_\_\_\_ (Name of Company):

\_\_\_\_\_  
(Authorized Representative)