



P4 in partnership agreements
Cover letter and P4 specific wording to include in all
Partnership Agreements and Memorandum of Understanding
with partners

The following wordings must be included in all partnership agreements and MoU with partner organisations.

1. _____ Confirms that he has read and understands the terms of SHACDO Programme Participant Protection Policy and agrees that all employees, officers, sub-contractors and agents of _____ will abide by and promote the terms of this policy at all times in all of its activities under this agreement.

2. _____ shall bear responsibility and be liable in respect of any and all claims, losses, damages, liabilities and expenses of any nature howsoever arising from or in connection with any breach of SHACDO's Programme Participant Protection Policy by _____ or by its employees, officers, sub-contractors or agents.

_____ shall indemnify and hold harmless SHACDO. Its officers, employees and agents, in respect of any and all such claims, losses, damages, liabilities and expenses arising from or in connection with any such breach.

3. _____ shall be responsible for the use of information, assets and resources to which _____ has access by reason of its partnership with SHACDO, and will use all project goods and services resulting from this relationship, including those provided by/property of a third party¹, in an appropriate manner.

4. _____ will ensure that the conduct of _____ staff is, and is seen to be, of the highest standard.

The following **cover letter** must be added to the copy of the P4 attached to any Partnership Agreement or MoU with partners.

_____ ¹ Examples of projects goods and services provided by a third party include When third-party goods and services are involved in a project, it's essential to include 4P to safeguard the interests of all parties involved.

SHACDO's Programme Participant Protection Policy

As Owner of _____ I hereby confirm that I have read SHACDO's Programme Participant Protection Policy and that I commit _____ and its employees, officers, sub-contractors and agents to adhere to the Programme Participant Protection Policy.

Name _____ Job title _____

Signature _____

Date _____