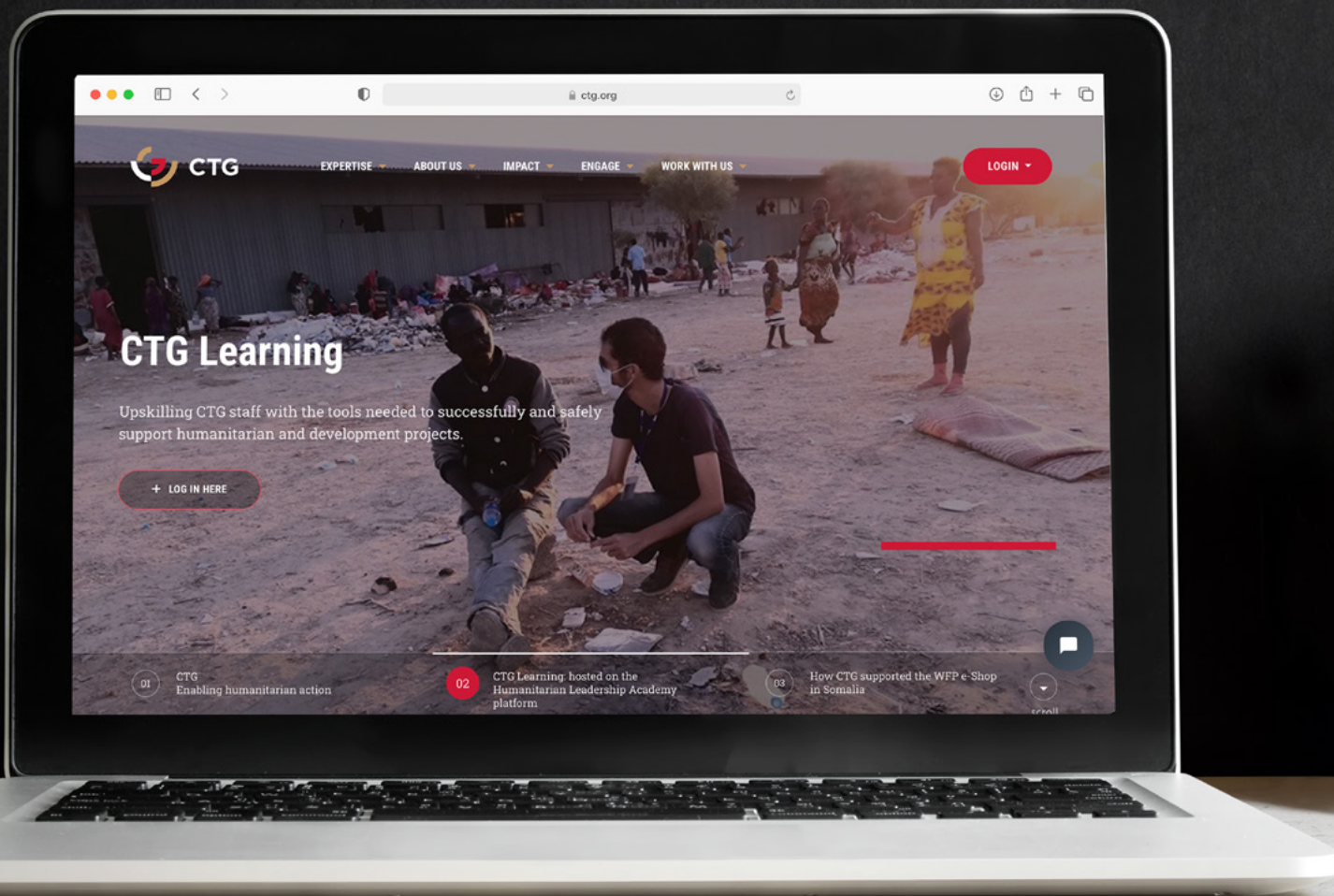




HOW TO GUIDE:

Finding the Code of Conduct and other policies on CTG Learning's Onboarding Pass.



WELCOME,

We have created this easy to read guide so you can take full advantage of our online portal for humanitarian learning and career development, called CTG Learning.

CTG LEARNING IS HOSTED ON A PLATFORM CALLED KAYA.

WHAT IS KAYA?

Kaya is a global learning platform, created by the Humanitarian Leadership Academy, that offers high quality relevant learning opportunities for the humanitarian sector. This is where you will find CTG Learning.

ACCESS

The courses are free and easy to access online.

You can access the Kaya platform in either English, French, Spanish or Arabic with some courses available in different languages.

What you'll find on CTG Learning:

- CTG Onboarding Pass (compulsory for ALL CTG staff to complete before deployment)
- CTG Policies
- Information on our Duty of Care
- Wellbeing Support

Courses on:

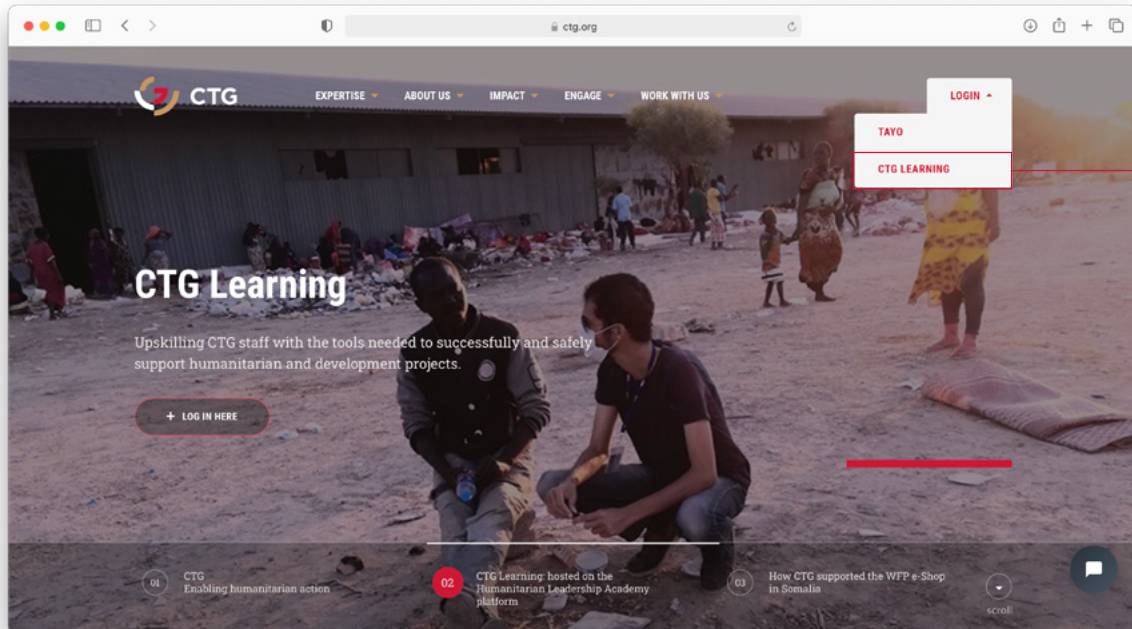
- COVID-19
- Safeguarding
- Security & more



CTG LEARNING



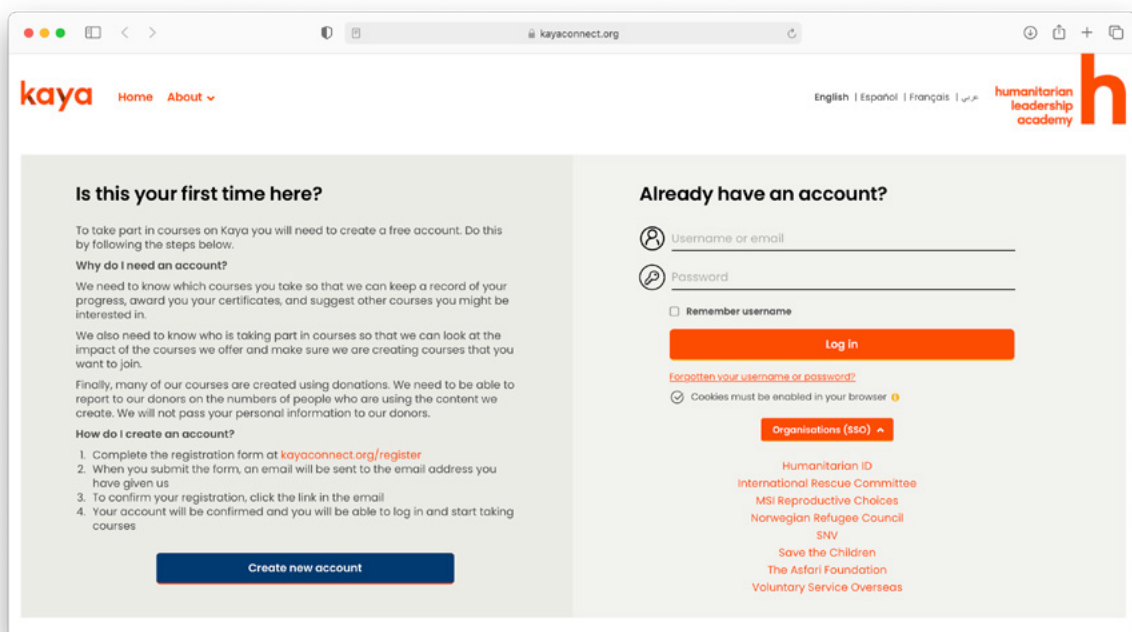
STEP 1: Visit **www.ctg.org** and head to the login tab on the right hand side of the page. Click on CTG Learning on the drop down.



LOGIN



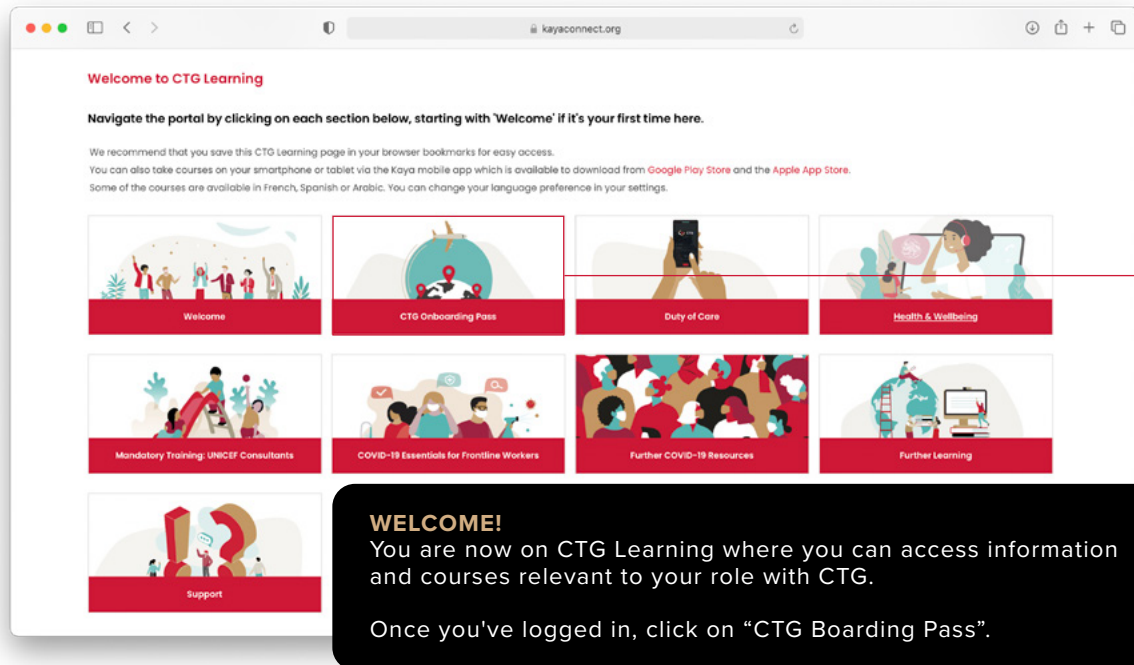
STEP 2: Login or Create an Account on Kaya. This will then take you to the CTG Learning home page.



CTG ONBOARDING PASS



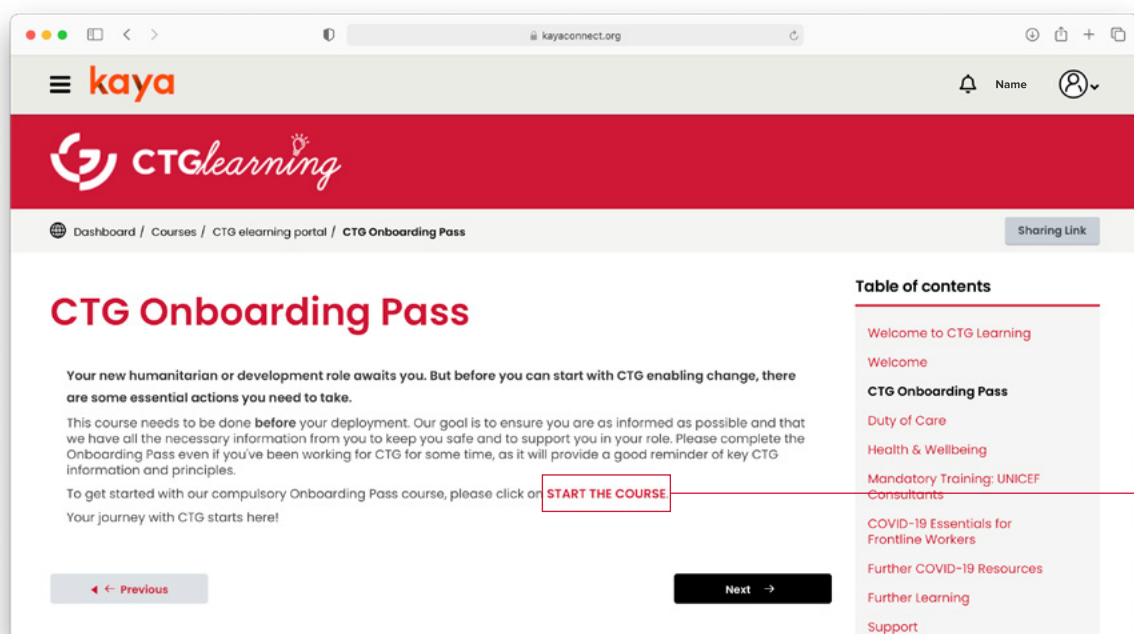
STEP 3: Once on the CTG Learning page, head to the CTG Onboarding Pass. ←



ACCESS



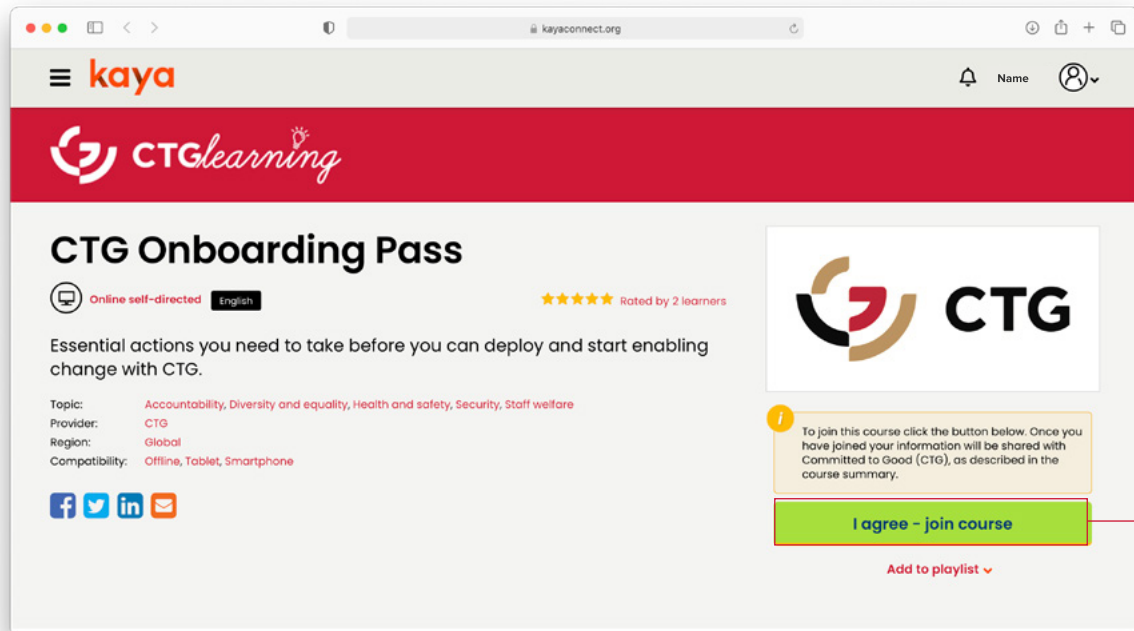
STEP 4: Accessing the CTG Onboarding Pass: Click on START THE COURSE. ←



START



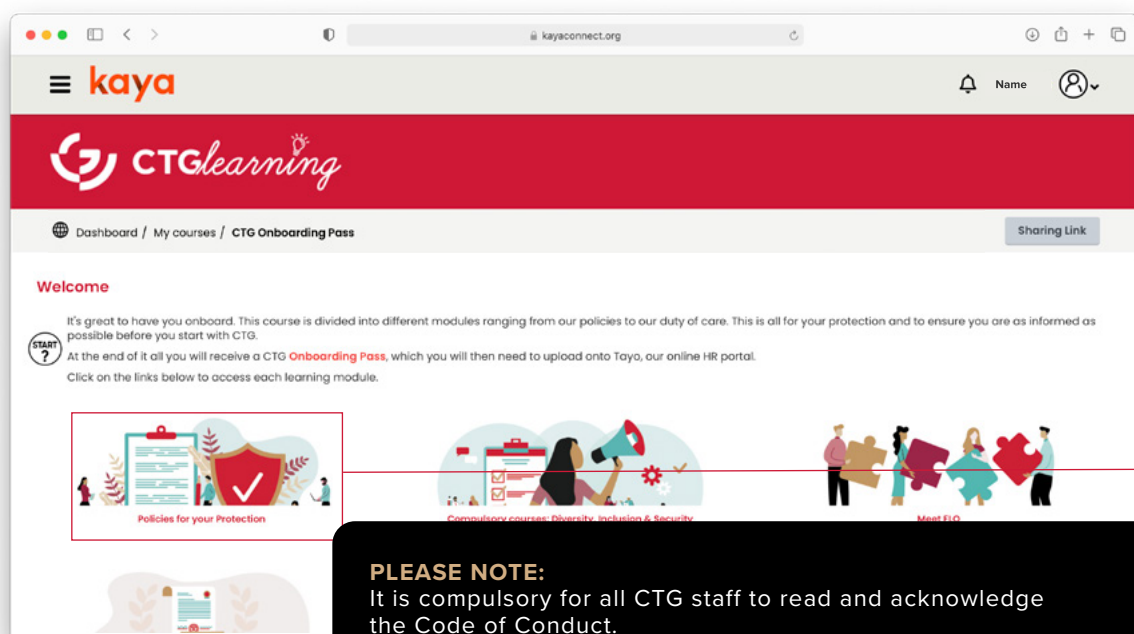
STEP 5: Click on I agree - join course. ←



CODE OF CONDUCT



STEP 6: You will find the Code of Conduct under Policies For Your Protection. ←



PLEASE NOTE:

It is compulsory for all CTG staff to read and acknowledge the Code of Conduct.

READ



STEP 7: Read the Code of Conduct and take the Code of Conduct quiz below it.

Policies for your Protection

Please read the CTG Code of Conduct and Whistleblowing Procedure, and complete the two quizzes. This will help ensure a safe working environment for all.

Code of Conduct

The environments in which CTG operates are often lawless and poorly governed, with the potential for individuals to be exposed to extreme risk and personal injury. Adhering to this Code will help ensure your wellbeing.

Please click on **Code of Conduct** below (available in English, Arabic, and Dari), read the policy and complete the quiz.

- The policy will open as a pop up. Close the pop up in order to return to the module.
- Once you've completed the quiz, click on 'Policies for your Protection' in the top navigation bar. Note that you must receive 4/5 in order to proceed.

[Code of Conduct \(English\)](#)
[Code of Conduct \(Arabic\)](#)
[Code of Conduct \(Dari\)](#)
[Code of Conduct Quiz](#)

POLICIES FOR YOUR PROTECTION
Please also make sure you read the Whistleblowing Procedure.

ISSUES

NEED HELP WITH CTG LEARNING?

Please reach out to us at CTGLearning@ctg.org for any technical issues.