



MOONLIGHT NEPAL TREKKING AND ADVENTURE PVT. LTD.

Licensed by the Ministry of Tourism and Civil Aviation

License No.: 1308/68 **Address:** Baudha -06 Kathmandu, Nepal

Mobile/WhatsApp: +977-9841698855

Office: +977-01-4812843

Email: info@moonlighttreks.com | info@moonlight.org.np | santoshkoirala333@gmail.com

Website: www.moonlighttreks.com

Moonlight Nepal Trekking & Adventure Pvt. Ltd.
Kathmandu, Nepal

CODE OF CONDUCT FOR STAFF WORKING WITH STUDENTS

Purpose

This Code of Conduct establishes clear expectations for staff, guides, and representatives of Moonlight Nepal Trekking & Adventure when working with students from international schools.

Professional Behavior

All staff must:

- Treat students with respect, fairness, and dignity
- Maintain professional boundaries at all times
- Follow instructions from school leaders and trip coordinators
- Promote a safe and supportive environment

Appropriate Conduct

Staff should:

- Encourage teamwork and positive group experiences
- Ensure student safety during trekking and activities
- Communicate respectfully with students and teachers
- Act as responsible role models

Unacceptable Behavior

Staff must never:

- Engage in romantic or sexual relationships with students
- Use abusive, discriminatory, or inappropriate language
- Physically punish or intimidate students
- Share inappropriate content or messages with students
- Be alone with a student in an isolated or private situation without a valid reason

Safety Responsibilities

Staff must:

- Follow all safety procedures during trekking and activities
- Ensure students are supervised during program activities
- Immediately report accidents, injuries, or safeguarding concerns

Compliance

Failure to comply with this Code of Conduct may result in removal from the program and further disciplinary action.

Approved by:

Santosh Koirala
Director
Moonlight Nepal Trekking & Adventure Pvt. Ltd.

A handwritten signature in black ink that reads "Santosh". The signature is written in a cursive, flowing style.

Signature:

Date: 11- March 2026