



EngenderHealth
for a better life

Safeguarding Policy

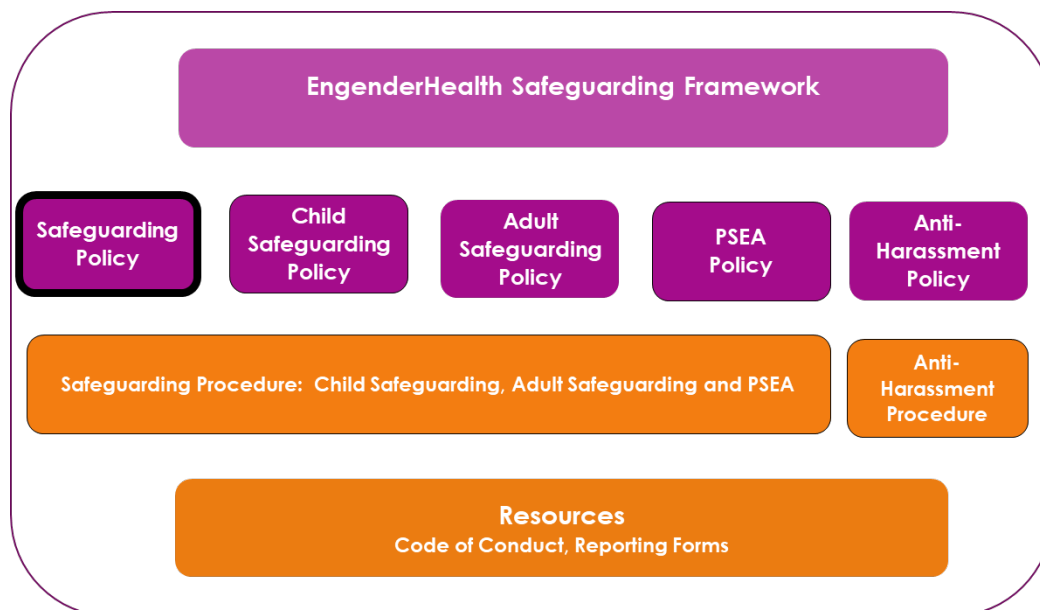
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Safeguarding Framework

This document is part of EngenderHealth's Safeguarding Framework that consists of this policy, procedures and resources.



Policy Introduction

EngenderHealth's vision is a world where sexual and reproductive health and rights are respected as human rights, and women and girls have the freedom to reach their full potential. EngenderHealth recognizes that sexual and reproductive rights cannot be confined to the health sector and that realizing these rights can have a significant and positive global impact. This emphasis on rights directly underpins EngenderHealth's values and principles: choice, quality, and excellence. To achieve transformational change leading to true social and economic progress, EngenderHealth partners with diverse people and organizations across sectors with the shared goal of empowering women and girls to determine their futures.

As part of this vision, EngenderHealth is committed to safeguarding all people, particularly children, vulnerable adults and beneficiaries of assistance from any harm that may be caused due to contact with EngenderHealth. This includes harm arising from:

- The conduct of staff, associates and partners
- The design and implementation of programs and activities

What is Safeguarding?

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially

vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

Accountability Statement

EngenderHealth takes this policy very seriously, and the safeguarding mandate comes from EngenderHealth's Executive Team (ET) and Board of Directors.

The Safeguarding Policy applies to all EngenderHealth staff, associates, and partners who must comply with its requirements and understand the sanctions that may be applied for breaches of the policy. Where required by law or local practices, EngenderHealth or Country Offices may enhance the standards as set out in this policy. This commitment will be evidenced through signing the policy and the Code of Conduct. Training in this policy is mandatory for all EngenderHealth staff, associates, and partners.

The Board of EngenderHealth is ultimately accountable for this policy. The CEO, ET and directors of EngenderHealth are responsible for its implementation. It is the responsibility of all representatives of EngenderHealth to raise any concerns regarding sexual exploitation and abuse. EngenderHealth takes all concerns and complaints seriously and will initiate a comprehensive investigation of complaints that are in violation of this policy and take disciplinary and possibly legal action as warranted.

Policy Approach

This policy details how EngenderHealth achieves its obligations and applies to all staff, associates and partners regardless of their location.

Framework Principles

This policy and the entire Safeguarding Framework are guided by the following principles:



Safeguarding

EngenderHealth is committed to all community members as outlined in the definitions as having the right to safeguarding and protection from sexual exploitation and abuse irrespective of ability, ethnicity, faith, gender, sexuality, and culture.



Shared Responsibility

For the Safeguarding policies and practices to be effective in reducing the risks to beneficiaries and communities, all at EngenderHealth must share the responsibility for implementation and improvement. As such, a failure at one level of the organization constitutes a failure at all levels of the organization.



Effective Communication

EngenderHealth effectively communicates with all staff, associates, and partners in simple and accessible language to create a positive and accessible culture where responsibilities for safeguarding are clear.

Continuous Improvement

EngenderHealth provides assessment, reflection and feedback mechanisms to inform the organisation of any improvements that can be made to policies and practices. These mechanisms include quarterly incident reviews, regular safeguarding audits, as well as regular policy review, and refresher training.

Dignity and Respect

EngenderHealth creates a work environment where the principles of dignity and respect for all staff, associates, partners and communities, in all locations are at the heart of what the organisation does. Included in this are the principles of being non-judgemental when hearing safeguarding concerns and complaints.

Zero Tolerance

EngenderHealth has zero tolerance for any violations of the safeguarding policy.

Confidential

EngenderHealth is committed to confidentiality and information will not be shared outside of the Safeguarding Committee unless it is absolutely necessary, and the safety of the person involved is a concern.

Policy Implementation

Policy Map

This policy will guide EngenderHealth staff, associates, and partners through the definitions of safeguarding as well as governance and responsibilities. The associated procedures and resources will provide information on how to report any complaints, the format of the reporting, and how these complaints will be managed.

Governance

The Chief Executive Officer (CEO), together with the Board of Directors, has ultimate responsibility for this policy and the Safeguarding Framework and its proper management, using a systematic approach. As such, the CEO and the Board of Directors will receive a summary of any reported sexual exploitation and abuse incidents and follow-up measures taken at each Executive Team meeting and Board meeting, respectively.

Responsibilities

EngenderHealth is committed to following through on the following measures in order to ensure that the organisation is observing its safeguarding commitments:



Risk Assessment

EngenderHealth will conduct safeguarding risk assessments in all areas of work. Additional risk assessment information in relationship to Child Safeguarding can be found in the Child Safeguarding Policy.

Minimizing and Addressing Risks

Strategies to prevent or minimize risk will include:

1. Ensure that safeguarding is embedded within the organizational culture.
2. Clear roles and responsibilities in relationship to safeguarding are established at all programming levels.
3. Capacity building and training on safeguarding is delivered to all staff.

EngenderHealth is committed to ensuring that activities do not put vulnerable populations and children at risk and will put measures into place to mitigate this risk.



Safe Recruitment

EngenderHealth has developed robust procedures to ensure that safeguarding is at the heart of all recruitment for staff and associates. Recruitment and selection guidelines integrate safeguarding into all stages of the process.

These stages include:

Person Profile/Job Description: EngenderHealth will ensure that the skills and knowledge required to work safely are included in within the person profile and/or job descriptions.

Job Advertisement: A clear statement on EngenderHealth's commitment to safeguarding will be included.

Interviews: Interviews will include at least one question on safeguarding.

Reference Checks: Reference checks will include a question related to safeguarding.

Proof of Identification/Qualifications: Candidates for selection will be required to verify their identity as well as qualifications.

Police Checks: All positions will require a police check. Depending on the timing of obtaining a police check, an individual may be offered a position while the police check is being carried out.

Code of Conduct: All newly hired staff must sign the Code of Conduct.

Probationary Period: During the probationary period, staff will be monitored for any safeguarding concerns.

Induction: All newly hired staff will be briefed and oriented to the Safeguarding Policy.



Education/Training

In order for EngenderHealth to meet its commitments to safeguarding, it is essential that everyone associated with the organization has clear education and training. All EngenderHealth staff and associates will be provided with the Safeguarding Policy on induction. They will be required to sign that they have read and understood the policy as well as the Code of Conduct. Additional training in relationship to child safeguarding is outlined in the Child Safeguarding Policy.



Safe Program Design

Safeguarding will be considered at every stage of program development and implementation.



Communications Guidelines

EngenderHealth's safeguarding policy is a publicly available document. All staff, associates, partners, and communities will be made aware of this policy and how to raise a concern.



Online Protection

EngenderHealth will ensure that staff have education and awareness around the appropriate use of technology including the internet, mobile phones and social media in relationship to safeguarding. All staff and associates will adhere to EngenderHealth's IT policy.



Reporting & Responding to Concerns

The safeguarding procedures for reporting outlines how safeguarding concerns can be reported as well as the associated investigations and follow-up procedures.

Whistle-Blowing

As referred to in EngenderHealth's whistle-blowing policy, all disclosures will be treated in confidence. EngenderHealth maintains a third-party secure reporting system through EthicsPoint to ensure that all staff, partners, and vendors have recourse in the event of possible misconduct. Reports may be submitted anonymously for investigation via www.ethicspoint.com, or by calling the US hotline at 1-866-739-4117 or the country number found at the same webpage.

Safeguarding Committee

A Safeguarding Committee has been established at the HQ level as well as in each field location. The Safeguarding Committee will be responsible for informing and training all staff in safeguarding policies and procedures. They will also be responsible for receiving and investigating any safeguarding complaints.

The Safeguarding Committees will be trained in all of the safeguarding policies, as well as reporting and investigations. The Safeguarding Committee will also be provided with specialised Psychological First Aid training, so that they are able to offer appropriate support as required.

The Safeguarding Committee is comprised of 5 members:

1. One woman in a Senior Management Role.

3. Three members will be from across different departments in the country program.
4. A fifth member who is an external expert in harassment, sexual exploitation or abuse.

All Safeguarding Committees will ensure that there is diversity and equal gender representation on the committee.



Safeguarding Management

All managers and directors hold overall accountability for this policy and its implementation. Managers also have a responsibility to support and develop systems that maintain an environment where all parties involved with EngenderHealth understand how to behave, how to raise complaints and concerns, and what action will be taken.

EngenderHealth's Obligations

EngenderHealth believes that all people have a right to safeguarding and will not tolerate its staff, associate, or partners engaging in any sort of behaviour that puts beneficiaries or communities at risk. To that end, EngenderHealth commits to:

1. Creating a safe culture for both, those it serves and those who work for and represent the organisation.
2. Following through on any complaints and concerns in a timely manner through its Safeguarding Committee and taking each complaint seriously.
3. Sensitising staff, associates, partners, and communities around how to make a complaint.
4. Ensuring zero tolerance towards any child or adult safeguarding related concern, or sexual exploitation or abuse
5. Building a culture of dignity, honour and respect where all those who work with and are served by EngenderHealth feel empowered to report complaints.
6. Educating staff, associates, and partners that any violation of the policy may constitute gross misconduct and are grounds for termination of employment and possibly legal action.
7. Providing information on how to report complaints and the investigation procedure.
8. Ensuring that all staff, associates, and partners have access to the Safeguarding Policy and Procedures as well as all other related safeguarding policies.

Staff Responsibility

All staff, associates, and partners are required to adhere to this policy at all times, and are obliged to report any safeguarding suspicions. All staff, associates, and partners are required to sign the associated Code of Conduct, and an acknowledgement of having read and understood the policy.

Under the Safeguarding Policy, all EngenderHealth staff, associates, and partners must not:

Child Safeguarding

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children, including child labour or trafficking.

Adult safeguarding

- Sexually abuse or exploit at risk adults.
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect.

Protection from sexual exploitation and abuse

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additional details on the above can be found in the associated policies.



Implementation & Review

To meet with sector best practice, EngenderHealth agrees to review this policy and the entire Safeguarding Framework every two years, as a minimum. It is the responsibility of the Chief of Governance and Operations to complete this review, in collaboration with any key internal stakeholders or external third-party providers.

Definitions

Beneficiary of Assistance

Someone who directly receives services from EngenderHealth.

Child

A person below the age of 18.

Harm

Psychological, physical and any other infringement of an individual's rights.

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or

associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

Safeguarding

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

Safeguarding applies consistently and without exception across programs, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the centre of all EngenderHealth does.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

EngenderHealth staff refers to individuals who receive a regular salary for work in any part of EngenderHealth Inc., including all Country Offices, Field Offices, Headquarters, and any other location where EngenderHealth operates.

EngenderHealth associates refers to a range of paid and non-paid individuals who have committed to work with or support EngenderHealth. It includes volunteers, interns, and consultants and contractors.

EngenderHealth managers refers to EngenderHealth staff who have responsibility for line managing or supervising the work of EngenderHealth staff or EngenderHealth associates.

EngenderHealth partners refers to staff and/or representatives of partner organizations and local governments when operating in partnership agreement with EngenderHealth.