

ORG – 003 v.5 (Annexure 1)

Business Operations

Safeguarding People Policy

– Incorporating Child Protection

Safeguarding Code of Conduct

Global

Policy Owner: Chief Operating Officer (also the Safeguarding Officer)

The Fred Hollows Foundation has zero tolerance for and strongly condemns all forms of Harm to people, including Abuse, Bullying, Exploitation, Harassment, Unlawful Discrimination, Victimisation and Vilification, and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for those with whom we come in contact during the course of our work, Projects and activities including children, vulnerable adults and all other people.

I commit to abiding by the standards set out in this Code of Conduct which requires me to act as follows:

Culture

1. Uphold a culture that supports Safeguarding of children and adults and the provision of a safe and inclusive workplace, Projects and fundraising activities where all are treated with dignity, courtesy and respect.
2. Be respectful of people's rights, background, culture and beliefs and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture or economic status.
3. Safeguard people and The Foundation's reputation, interests and resources.

Prevention

4. Not cause any person Harm including by way of Abuse, Bullying, Exploitation, Harassment, Unlawful Discrimination, Victimisation or Vilification.
5. Treat individuals associated with The Foundation with respect.
6. Respect the privacy and confidentiality of personal information so that dignity and safety is not compromised.
7. Refrain from using language that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate.
8. Not accept, receive or give inappropriate benefits, gains or gifts.
9. Follow The Foundation's Safeguarding People Policy and any associated procedures.
10. Not commit any criminal acts and follow relevant local, state and national law relating to Safeguarding people, child protection and labour.
11. Not attend work or our Projects while adversely affected by drugs or alcohol, including when driving a motor vehicle, and not smoke on Foundation premises or in Foundation vehicles.

Empowerment

12. Conduct myself in a manner consistent with my position as a representative of The Fred Hollows Foundation and as a positive role model to children including adhering to The Foundation's Values of integrity, action, collaboration and empowerment.
13. Use any computers, mobile phones, video cameras, cameras and social media appropriately and never to Harm people or children nor access exploitative material through any medium.
14. Refrain from photographing people or using their photographs including in Project or promotional materials, social media or otherwise without their prior informed consent, and I must:
 - (a) Obtain informed and documented consent of the child and his/her parents or guardians before photography/filming.
 - (b) Provide an explanation on how the photograph/film will be used.
 - (c) Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not as vulnerable or submissive. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
 - (d) Ensure images are honest representations of the context and facts.
 - (e) Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
 - (f) Take care to ensure the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or adult.
 - (g) If using photos, always follow The Foundation's Photo Library procedure (provided on request).

Protection

15. Take all reasonable steps to protect children and adults from Harm.
16. Ensure my response to any Safeguarding Concern is victim/survivor-centred.
17. In addition, ensure that in any dealing with children during the course of my work or visit, I:
 - (a) Do not hit, mistreat or cause other Harm to children.
 - (b) Refrain from any sexual act or behaviour towards children, including using sexually suggestive language and paying for sexual services or acts.
 - (c) Wherever possible, ensure that another adult is present when working near children.
 - (d) Refrain from inappropriate physical contact or provocative behaviour with children including not to hold, kiss, cuddle or touch a child in an inappropriate or culturally insensitive way.
 - (e) Do not seek to make contact or spend time with any child outside the Project times.
 - (f) Do not develop relationships with children that may be deemed exploitative or abusive.
 - (g) Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child including the use of language that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
 - (h) Refrain from sleeping in the same room or bed as a child and do not invite unaccompanied children into my home/hotel or other private location, unless they are at immediate risk of injury or in physical danger.

- (i) Refrain from developing relationships with children that could be deemed exploitative or abusive in any way (including using or supporting the use of child labour such as hiring children for domestic labour).
- (j) Refrain from providing children with, or exposing them to, alcohol, tobacco or illegal drugs.
- (k) Not show favouritism to the exclusion of others including through the provision of gifts or inappropriate attention nor act in a way that shows unfair or differential treatment of children.

Nor will I encourage, support or condone the above conduct in others.

Partners

- 18. Collaborate with and build the capacity of our Partners to uphold a culture that supports Safeguarding and the provision of a safe and inclusive workplace, Projects and activities where all are treated with dignity, courtesy and respect.

Accountability and Transparency

- 19. Confirm there are no charges, convictions or other outcomes of an offence that relate to Abuse, Exploitation or any other Harm by me. If such confirmation cannot be provided, immediately disclose to The Foundation any such charges, convictions or outcomes.
- 20. Immediately report any Safeguarding Concern including possible or actual breaches of this Safeguarding Code of Conduct, the Safeguarding People Policy or the law by either myself, any Personnel, Partner, Representative or any other person to:

- (a) speak-up@hollows.org;
- (b) the **Safeguarding Officer** +61 2 8741 1950;
- (c) the **Child Protection Officer** +61 418 814 609; or
- (d) your local **Safeguarding Focal Point** as listed on FredNet or as otherwise identified to you, within 24 hours (noting The Foundation has external reporting obligations within 48 hours depending on the nature of the breach).

Personnel may also use the online Safeguarding Concern Reporting Form on FredNet.

Partners and visitors including Donors may report through their relationship manager at The Foundation or use any of the other avenues above.

I have read and understand the Safeguarding People Policy and this Code of Conduct and agree to abide by it at all times to protect the people I may come into contact with through my work for and/or association with The Fred Hollows Foundation (full copy including definitions at www.hollows.org/au/safeguarding-and-policies or contact The Foundation for a hard copy).

Signature:

Name:

Organisation:

Date:

CONTROL OF DOCUMENTATION

Document Number	ORG-003 (Annexure 1)		
Document Name	Safeguarding People Policy (Annexure 1 Safeguarding Code of Conduct only)		
History	This Policy replaces the previous ORG-003 v4 Child Protection Policy and ORG-019 v2 Conduct Policy		
Date Created	1/12/2007		
Author(s)	Associate Director People & Organisational Development / Global Lead – Legal Governance Risk & Compliance		
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Related Policies	ORG-010 Speak-Up Policy (Complaints and Whistleblowing); ORG-072 Human Rights, Gender Equity & Disability Inclusion Policy; ORG-057 Sustainability Policy; ORG-001 Anti-Fraud & Corruption Policy; ORG-006 Counter Terrorism and Anti Money Laundering (AML) Policy; ORG- 024 Communications & Transparency Policy		