



## Safeguarding Code of Conduct

SARDS capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all SARDS Employees and Related Personnel. To this end, all SARDS Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by the policies and procedures of the SARDS. This Safeguarding Code of Conduct defines the safeguarding conduct to be followed by all SARDS Employees and Related Personnel to protect anyone, from sexual harassment, exploitation and abuse, and child abuse. This Safeguarding Code of Conduct is intended to provide an illustrative guide for the Employees and Related Personnel to make decisions that exemplify SARDS broader Code of Conduct and core values in their professional and personal lives. Any violation of this Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of SARDS or Affiliate and applicable laws. All SARDS Employees and Related Personnel must read and sign this Safeguarding Code of Conduct

**As a SARDS Employee or Related Personnel, I Mr/Mrs/Ms ..... will**

1. create and maintain a safe and equitable organisational culture that prevents and opposes sexual harassment, exploitation and abuse, and child abuse.
2. treat everyone with dignity and respect and challenge attitudes and behaviours that contravene the SARDS Safeguarding Policy and Safeguarding Code of Conduct.
3. immediately report any concerns I have regarding possible violations of the SARDS Safeguarding Policy or Safeguarding Code of Conduct, whether by a SARDS Employee or by Related Personnel. I understand that failure to report any concerns may lead to disciplinary action. I will ensure I am aware of the options available to me to report and that when I report a concern or allegation, I will do so confidentially.
4. share sensitive information I may be aware of that relates to concerns of sexual harassment, exploitation and abuse or child abuse, whether involving staff, program participants or others in the communities where SARDS works, through the reporting options available to me. I understand that for respect, dignity and safety of everyone involved, it is essential that I maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information. I am aware that breach of this policy may put others at risk and will therefore result in disciplinary procedures.
5. disclose to SARDS any civil judgment or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse of anyone.
6. always make sure I have another adult present when working with children.
7. always ensure that for work-related purposes when I photograph or film a child, I will
  - comply with local traditions or restrictions for reproducing personal images,
  - obtain informed consent from the parent or guardian of the child, before photographing or filming a child, explaining how the photograph or film will be used,
  - ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner,
  - ensure children are adequately clothed and not in poses that could be seen as sexually suggestive,ensure images are honest representations of the context and the facts, and

- ensure file labels do not reveal identifying information about a child, for example, name and exact location.

8. Protect, manage and utilise SARDS human, financial and material resources appropriately and will never use SARDS resources, including the use of computers, cameras, mobile phones or social media, to exploit, groom or harass participants of SARDS programs, children or others in the communities in which SARDS works. I am aware that this means that it is prohibited for staff to access, display or transmit offensive and/or pornographic material on any SARDS-provided or subsidized electronic device (e.g. computer, tablet, phone) at any time, or on any personal electronic device on a SARDS network in the workplace.

**As a SARDS Employee or Related Personnel, I Mr/Mrs./ Ms. ....will not**

1. sexually harass, exploit or abuse anyone and understand that these behaviours constitute acts of gross misconduct and are therefore grounds for disciplinary action, up to and including dismissal.

2. engage in any form of sexual activity or develop physical/sexual relationships with children (persons under the age of 18) regardless of the age of consent locally. I understand that ignorance or mistaken belief in the age of a child is not a defence.

3. exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. I understand this means I must not buy sex from anyone at any time, or exchange assistance that is due to programme participants / beneficiaries for sex.

4. engage in any sexual activity or sexual relationship with program participants/ beneficiaries. I am aware that such relationships are prohibited. I understand that such relationships are based on an improper use of my position and inherently unequal power dynamics and may undermine the credibility and integrity of SARDS's work. I understand I must declare any previously existing relationships with programme participants/ beneficiaries to my line manager or HR manager. I will seek guidance on this prohibition from appropriate management.

5. request any service or sexual favour from participants of SARDS programs, children or others in the communities in which SARDS works, and will not engage in sexually harassing, exploitative or abusive relationships.

6. support or take part in any form of sexually exploitative or abusive activities, including, for example, child pornography, trafficking of human beings or child marriage.

7. hire children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury or exploitation.

8. use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

Place :

Date :

Signature of the Employee

Designation