

Department: Human Resources
Section: Code of Conduct
Date Modified: 09/21/2020

POLICY (0560) – PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

Scope

This policy applies to all World Relief employees, volunteers, consultants, secondees, visitors, Board members and partner organizations.

Purpose

World Relief values the example of Jesus and seeks to follow Jesus in living holy, humble and honest lives. World Relief believes that people are made in the image of God and seeks to understand and respect the diversity of peoples we serve.

Principles

World Relief sets forth the Principles (taken in part from Inter-Agency Standing Committee (IASC) Core Principles) below. World Relief requires that its personnel comply with these Principles. In some instances, World Relief's policies are more stringent and are set forth herein if such cases.

1. All children and vulnerable adults have equal rights to protection from harm.
2. Everyone has a responsibility to safeguard children and vulnerable adults.
3. Organizations have a duty of care to children and vulnerable adults with whom they work are in contact with, or who are affected by their work and operations.
4. If organizations work with partners, churches, and community-based organizations, they have a responsibility to help them meet the minimum requirements on safeguarding.
5. All actions on safeguarding are taken in the best interests of the child or vulnerable adult, which are paramount.
6. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
7. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a

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child is not a defense.

8. Sexual activity with vulnerable adults is prohibited.
9. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
10. Sexual relationships between humanitarian workers and beneficiaries are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
11. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
12. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Definitions within Policy

Safeguarding- Is the responsibility that organizations have to make sure their staff, operations and programs do no harm to children and vulnerable adults-that is, that they do not expose children and vulnerable adults to the risk of harm and abuse, and that any concerns the organization has about the safety of vulnerable adults and children within communities in which they work are reported to the appropriate authorities and otherwise handled appropriately.

Child- Any person below the age of 18, regardless of national laws or cultural practices, which may stipulate a younger age.

Vulnerable Adult- Any person aged 18 or over, if:

- A) The adult has particular care, support or special needs, and as a result abuse occurs when the vulnerable adult is mistreated, neglected or harmed by another person who holds a position of trust.
- B) The adult is dependent or reliant on others for the provision of basic services (not limited to, for example, safety, shelter, water, food), because of their particular context, or

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- C) The adult is in a relationship (work or social) or in contact with another adult who seeks to misuse their position of authority or trust to control, coerce, manipulate or dominate them.

Sexual exploitation- Any actual or attempted abuse of 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.

Sexual abuse- Actual or threatened physical intrusion of a sexual nature, whether by force, coercion or under unequal conditions.

Humanitarian worker- All workers engaged by humanitarian agencies, whether internationally or nationally recruited, or formally or informally retained from the beneficiary community, to conduct the activities of that agency.

Personnel- All humanitarian workers carrying out World Relief business, volunteering with World Relief, or obligated to fulfill duties for which World Relief has contracted. This includes World Relief employees, volunteers, consultants, secondees, visitors, Board members and members of organizations which are partnering with World Relief on programs or projects. Definition as "personnel" herein is not an admission that a person is an employee of World Relief.

Policy

World Relief is committed to the protection and welfare of those we serve, and we uphold the Resolution adopted by the General Assembly 63/214 of the United Nations and the IASC principles defined above. World Relief has an obligation and duty of care for the men, children, and women involved in our programs and will not tolerate sexually abusive or exploitative acts by associated personnel.

All personnel are required to uphold this policy and to immediately report any violations of it. World Relief has a duty to ensure that allegations of sexual exploitation and abuse are investigated and that appropriate disciplinary measures are taken. Acts of sexual exploitation and abuse will result in disciplinary action, up to and including dismissal, and removal from one's humanitarian worker role with World Relief if personnel is other than an employee.

World Relief has a zero-tolerance policy for exploitative and abusive relationships, World Relief personnel are strictly prohibited from engaging in:

- Any act of sexual abuse and exploitation, or other form of sexually humiliating, degrading or exploitative behavior.
- Any type of sexual contact with children under the age of 18 (mistaken belief of age being is not a legitimate defense)-please see Child Protection Policy 0565,

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- Protection of Children Code of Conduct-0566 and Mandatory Report of Child Abuse or Neglect Policy-0567.
- Any act of sexual abuse and exploitations with vulnerable adults, as defined herein.
- Use of children or adults to procure sexual services of others.
- Exchange of money, employment, goods, or services for sex with prostitutes or others.
- Any sexual favor in exchange of assistance provided to beneficiaries or such assistance, such as food, access to services, or other items provided to beneficiaries.

Commitments

Managers and supervisors must ensure that all World Relief personnel understand and comply with this policy and the Core Principles, as well as the related standards or conduct and supporting policies. To implement this policy and ensure the protection and welfare of those we serve, World Relief and its managers and supervisors commit to:

1. Develop organization-specific strategies **to prevent** sexual exploitation and abuse
 - a. Incorporating PSEA training in induction materials for new personnel within the first two months of start date.
 - b. Conducting criminal background checks on all new personnel.
 - c. Conducting yearly PSEA refresher training for all personnel.
 - d. Conducting regular awareness sessions for project beneficiaries, regarding PSEA, that services provided by World Relief are free, and to clearly communicate reporting mechanisms.
 - e. Incorporating responsibilities to ensure effective implementation of PSEA strategies in specific personnel roles (such as staff training, coordinating yearly high-level review and progress report of PSEA strategies).
 - f. Conducting managerial level oversight of Sexual and Abuse Reports received and actions taken to monitor effectiveness, report progress, and improve efforts to prevent and respond to sexual exploitation and abuse.
 - g. Reviewing and revising as necessary World Relief's PSEA policies every five years.
2. Develop organization-specific strategies to **respond** to incidences of sexual exploitation and abuse. This includes:
 - a. Establishing clear compliant and response mechanisms in all program locations with designed focal point. World Relief has provided such mechanisms through its Whistleblower Policy #0513 and Child Protection Policy #0565.
 - b. Conducting yearly refresher PSEA training for focal points.
 - c. Taking immediate and appropriate action to protect persons who report violations of sexual exploitation and abuse.
 - d. Providing necessary and appropriate assistance to all victims, in accordance with their wishes and the recommendations of trained professionals. Taking action to protect persons from retaliation when allegations of sexual

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- exploitation and abuse are made in good faith.
 - e. Investigating allegations of sexual exploitation and abuse involving World Relief personnel in a timely and professional manner. This includes the use of confidential, safe and appropriate interviewing practices with complainants and witnesses, especially children, and engaging professional investigators or external expertise when necessary.
3. In compliance with applicable laws and to the best of our abilities, prevent perpetrators of sexual exploitation and abuse from being rehired or redeployed by World Relief.
4. Ensure all partnership agreements:
- a. Incorporate this policy as an attachment or provide proof of their own PSEA policy;
 - b. Include the appropriate language requiring contracting entities and individuals, and their employees and volunteers to comply with this policy; and
 - c. Expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against sexual exploitation and abuse, to investigate allegations thereof, or to take corrective actions when sexual exploitation or abuse has occurred, shall constitute grounds for World Relief to terminate such agreements.
5. Engage the support of communities and governments to prevent and respond to sexual exploitation and abuse.

Personnel Standards

World Relief affirms that the capacity to achieve our vision and mission depends upon each of us, individually and collectively. To this end, all World Relief personnel must uphold and promote the highest standards of ethical and professional conduct and abide by World Relief's policies at all times. World Relief personnel must treat the local communities, staff or partner organizations and their colleagues with respect and dignity.

The need for this policy flows from a recognition that our work often puts World Relief personnel in positions of power in relation to the communities we work with, especially vulnerable adults and children. We have an obligation to use our power respectfully and must not abuse the power and influence we have over the lives and well-being of the participants of our programs and other in the communities where World Relief works.

This policy establishes the standards to be followed by all World Relief personnel. Any violation of this policy is serious misconduct and may result in disciplinary action, up to and including dismissal from employment/duties, in accordance with disciplinary procedures of World Relief, or its partners or affiliates, and applicable laws

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Revision Log	
Date	Description
September 21, 2020	Policy revised and reviewed, removed signature page, format updated
June 27, 2018	Edits to include: additional Principles related to safeguarding vulnerable adults and children; definitions of Safeguarding, Child and Vulnerable Adult; clarification of language that Policy applies to vulnerable adults. Update
April 4, 2018	Typo Edited to read: "any sexual contact or intimate relationships with World Relief beneficiaries."
April 4, 2017	Revised formatting to incorporate new corporate logo
February 27, 2017	Edit UN suggested guidance set forth in this policy on sexual relationships between beneficiaries and staff ("strongly discouraged") to mirror World Relief's Policy 0551 as prohibited."
June 1, 2012	Policy adopted

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Department: Human Resources
Section: Operations
Date Modified: 02/20/2017

POLICY 0567 - MANDATORY REPORTING- CHILD ABUSE/NEGLECT: U.S. OFFICES

Scope

This policy applies to all World Relief (US) employees.

Policy

It is the policy World Relief to fully comply with national standards regarding the reporting of suspected child maltreatment. All employees are responsible for the reporting of suspected physical or sexual abuse and conditions of neglect involving minors in accordance with their state's mandatory reporting laws. Report must be made where there is "reasonable suspicion" of maltreatment.

The National Center on Child Abuse and Neglect defines child neglect as: *"Failure to provide for the child's basic needs. Neglect can be physical, educational, or emotional."*

- **Physical** neglect includes refusal of or delay in seeking health care, abandonment, expulsion from the home or refusal to allow a runaway to return home, and inadequate supervision.
- **Educational** neglect includes the allowance of chronic truancy, failure to enroll a child of mandatory school age in school, and failure to attend to a special educational need.
- **Emotional** neglect includes such actions as marked inattention to the child's needs for affection, refusal of or failure to provide needed psychological care, spouse abuse in the child's presence, and permission of drug or alcohol use by the child.

The assessment of child neglect requires consideration of cultural values and standards of care as well as recognition that the failure to provide the necessities of life may be related to poverty."

When an employee suspects that a child is being abused or neglected, he/she should call the local Child Protective Services (CPS) agency or local law enforcement agency as well as the family's World Relief caseworker. Reports must be issued immediately upon gaining knowledge or suspicion of abusive or neglectful situations.

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U.S. states frequently specify the kind of information that must be included in the report of suspected abuse or neglect. Reports typically include the name and address of the child and the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the child's injuries, and any other information relevant to the investigation. Some U.S. states also specify reporting procedures in special situations such as the suspicious death of a child and cases of drug-exposed infants. It is recommended that managers also become aware of the state regulations.

Revision Log	
Date	Description
May 15, 2013	Updated format
October 11, 2010	Updated with new logo
April 14, 2010	Policy formatted according to ToolBox guidelines Policy number changed to 0567 from 514.2
April 7, 2008	Transferred to current version
February 20, 2017	Revised formatting to incorporate new corporate logo

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Department: Human Resources
Section: Operations
Date Modified: 01/10/2020

POLICY 0566 - PROTECTION OF CHILDREN: CODE OF CONDUCT

Scope

This policy applies to all World Relief employees, volunteers, visitors, consultants, secondees, and Board members.

Principles

World Relief will ensure the fulfillment of our moral obligation to protect minor children¹ and other vulnerable members of society from abuse² and exploitation. Therefore in compliance with U.N. standards, the following **code of conduct** shall be adhered to by all employees and representatives.

- 1) Sexual exploitation and abuse by World Relief employees or representatives³ constitutes an act of gross misconduct and is therefore grounds for termination of employment.
- 2) Sexual activity with children is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- 3) Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes exchange of assistance that is due to beneficiaries.
- 4) Sexual relationships between World Relief employees or representatives and beneficiaries are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of World Relief's work and are therefore grounds for termination of employment.
- 5) Where a World Relief representative develops concerns or suspicions regarding abuse or sexual exploitation by another representative, whether it involves an employee in the organization or seconded to World Relief, he or she must report such concerns via the protocol established in Whistle Blower Policy #0513 and the Child Protection Policy #0565.

¹ The term 'children' will be used to refer to those individuals under 18 years of age as recognized in the UN Convention on the Rights of the Child.

² Abuse of a minor child includes physical, emotional, sexual abuse and/or neglect. Please see Child Protection Policy #0565 for full definitions of the categories. Sexual abuse includes any sexual activity between an adult and a child. The adult is always at fault—a child is abused whether or not the activity involves explicit force, whether or not it involves genital or physical contact, whether or not it is initiated by the child, and whether or not there is discernible harmful outcome.

³ 'Representatives' means any person presenting themselves to a child due to their relationship with World Relief. This includes employees, interns, volunteers, board members, secondees, consultants, donors and visitors to field offices.

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- 6) World Relief representatives are obliged to create and maintain an environment which prevents all forms of sexual exploitation and abuse and promotes implementation of this World Relief code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

World Relief Commitments

All World Relief employees, volunteers, partners and visitors must sign and abide by this code of conduct. All signatories to this code of conduct commit to the following:

1. Treat all children with respect, and do not discriminate or exclude anyone, regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. Do not use language or behavior towards children that is harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
3. Do not hit any child, or use any form of physical punishment.
4. Never develop relationships with children that could be deemed exploitative or abusive.
5. Do not do things for children of a personal nature that they can do for themselves.
6. Do not do any sexual act with a child (up to age of 18), including paying for sexual services or acts. Mistaken belief in the age of a child is not a defense.
7. Do not invite children alone to your vehicle, home or office, unless they are in immediate danger.
8. Do not sleep in the same room or bed as a child you are working with (apart from your own child).
9. Do not condone or participate in behavior of children which is illegal, unsafe or abusive.
10. Do not access or create sexually abusive images of children, or use computers, mobile phones, video or digital cameras or any other technology to exploit or harass children.
11. Comply with local laws about child labor. Do not hire children for any work which is inappropriate for their age, which prevents their education or play, or which puts them at high risk of injury. Mistaken belief in the age of the child is not a defense.
12. Respect privacy and minimize protection risks in public communications:
 - a. Children and their guardians should be made aware that photos may be taken and they can choose not to be photographed if they wish.
 - b. When making a story about a specific child or group, ensure that children and their guardians have been properly informed and have given their informed consent (this should be recorded) before using any photo, film or quote of them.

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- c. Ensure the identities of children and young people in photos are not disclosed. Do not use the real name of the child in any public communications unless their parent requests it.
 - d. Employees, volunteers, staff and visitors should not take pictures of children participating in program activities for personal use, including publication on social media.
 - e. In any public communications, the images and stories of children must be honest representations of the situation and the facts.
13. Encourage children to be open and to talk about any issues they have.
14. As much as possible, ensure two adults are present when working with children.

This is not an exhaustive or exclusive list. The principle is that WR representatives should avoid actions or behavior that undermines the dignity and basic rights of a child or could be potentially abusive. It is the obligation of any signatory to this code of conduct to report any suspected instances of violations of this code of conduct through established reporting procedures. These procedures are detailed in the accompanying Child Protection Policy #0565.

I understand and will follow all the rules above. I understand that violation of any of the above policy can result in immediate discipline, suspension or termination of my contract, and may result in a criminal investigation involving relevant authorities.

Name: _____

Date: _____

Signature: _____

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Revision Log	
Date	Description
January 10, 2020	Policy reviewed and revised
February 27, 2018	Edit UN suggested guidance set forth in this policy on sexual relationships between beneficiaries and staff ("strongly discouraged") to mirror World Relief's Policy 0551 as prohibited."
April 4, 2017	Revised formatting to incorporate new corporate logo
March 28, 2017	Revisions and Edits
October 11, 2010	Updated with new logo
April 14, 2010	Policy formatted according to Toolbox guidelines Policy number changed to 0566 from 514.1
April 7, 2008	Format updated

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POLICY 0565 - PROTECTION OF CHILDREN

Scope

This policy applies to all World Relief employees, volunteers, visitors, consultants, secondees, and Board members.

Policy

World Relief is committed to implementing and maintaining an environment that safeguards children from harm, minimizes risks facing children, and promotes a safe and healthy environment for children to develop holistically. This applies to all children regardless of race, gender, age, religion, disability, sexual orientation, social background, or culture. It is the right of both children and adults to be treated with the utmost respect, dignity, sensitivity, and fairness.

Committed to the welfare and rights of children, World Relief provides support to children in difficult circumstances so that they can have hope and a future. World Relief will respect the child as equal in the sight of God, with their individual opinions and gifts, and in the course of work will create a positive environment in which children are encouraged to express their God-given uniqueness. The child protection policy reflects Christ's affirmation of children in Mark 19:13-14, which reads, "Then little children were brought to Jesus for him to place his hands on them and pray for them. But the disciples rebuked those who brought them. Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" See Protection of Children Code of Conduct Policy #0566.

This policy is designed to ensure that World Relief takes every possible measure to prevent abuse, and reflect World Relief's commitment to good practice in all interactions with children. World Relief affirms healthy, responsible practices with children that minimize the risk of abuse and uphold integrity.

U.N. Convention for the Rights of Children (UNCRC) Articles

World Relief affirms the UNCRC and its principles of "non-discrimination; adherence to the best interests of the child; the right to life, survival and development; and the right to participate". The following articles are especially relevant to World Relief's protection of children:

UNCRC Articles	
Article 1	A child is recognized as a person under the age of 18.
Article 2	All rights described in this statement apply to all children without exception.
Article 3	Focus on the best interest of the child, and work to create a safe and affirming environment in which children can thrive.

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Article 13,14, 23	Give respect and assistance to any child regardless of their mental, intellectual, or physical disability as all are entitled to enjoy life and the four essential rights of children, as well as live in an environment which promotes their dignity, self-reliance, and the protection of their inalienable rights.
Article 19, 34, & 35	Respect children by maintaining appropriate touch as determined by the child. To avoid misunderstanding, it is recommended that a child be asked for permission before touching or holding hands. Any actions with sexual intent towards children are prohibited.
Article 19, 34, & 35	If a child reports any abuse, neglect, or trafficking to a WR representative, do not give false expectations of confidentiality to the child when you are mandated to report. Only promise what is appropriate to offer and can be delivered.
Articles 1-45	Respect any appropriate boundaries set by the child.

Definitions of Abuse

Defining child abuse is not easy. The focus of this policy is specific incidents of maltreatment as a child comes into contact with World Relief employees, volunteers, interns, visitors to field offices, consultants, secondees, and Board Members (hereinafter, WR representatives).

World Relief aims to ensure that no WR representative engage in behavior that could allow abuse to occur or actions that could be misinterpreted by children, their families or other adults as constituting or leading to abuse. Adults are always responsible for child abuse, even if it is perceived the child is acting in a "seductive" or provoking manner.

World Relief is committed to establishing a safe environment to protect children from any form of physical, emotional, and sexual abuse as well as neglect, as based on the UN Convention on the Rights of the Child.

Definitions of Abuse	
Physical	Any punishment and physical mistreatment to children which includes, yet is not exclusive to, beating with a stick or other makeshift weapon, poisoning, hitting, shaking, smothering, burning and/or forcing the child to work in an unsafe way or environment. These are things that deliberately negatively affect the physical wellbeing of children.
Emotional/Mental/Intellectual	Any actions (gestures, words, and behaviors) that deliberately harm a child in such a way that his/her mental and emotional well-being is threatened. This may include, but is not limited to, conveying to children that they are worthless, unloved, and

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Definitions of Abuse	
	inadequate and cause children to feel afraid, anxious, angry, depressed, in danger and/or exploited.
Neglect	Any neglectful actions resulting in the persistent failure to meet a child's basic physical and psychological needs, which is likely to result in serious impairment to health and development. This may include failure to protect from exposure, including cold or starvation, or other extreme failure to carry out important aspects of care. Neglect deliberately threatens the essential rights of children.
Sexual	Any actions that force or entice a child to take part in sexual activities, whether or not they are aware of what is happening. This involves all forms of sexual activity involving children, including but not limited to touching children's genitals, rape, incest, prostitution, forcing or enticing the child to watch or take part in pornography or coercing the child to have sex or participate in a sexual activity.
Spiritual	World Relief also recognizes that any actions which threaten or damage the child's relationship with God or deliberately diminish his/her understanding of favor in God's eyes are spiritual abuse. This includes, but is not limited to, exerting inappropriate pressure or influence on the child to a point that hinders the essential rights of a child: discrimination based on the child's religion, inappropriate pressure or influence regarding the practice of religion, including use of religious institutions or spiritual authority.

Vulnerable To Abuse

World Relief is aware that some circumstances place children at higher risk of abuse and recognizes its duty of care to be extra vigilant when in contact or working with these children (children in emergency situations, disabled children, children without or separated from an adult parent/caregiver, children living on the street, and other especially vulnerable children).

Prevention

World Relief and its programs will create an environment which **promotes and models healthy, safe, and affirming attitudes and actions toward children**, and which prevents any violations of the Child Protection Policy through the education of employees, volunteers, and local communities within which World Relief works.

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WR representatives will be appropriately screened (i.e. background checks, reference checks) before commencing work or participation with World Relief to ensure there is no history of past child abuse.

At the time of commencement of the assignment or activities with World Relief, all WR representatives will be informed of child protection issues. This includes fully explaining the child protection policy, reporting procedures, and ramifications of violations.

Senior managers and/or Office/Country Directors must monitor the adherence of WR representatives to the Child Protection Policy to safeguard children's health and well-being:

- Treat children with respect and dignity
- A safe and open environment where children are informed that voicing concerns will not affect the services that they or their families receive from World Relief.
- All employees, partners, volunteers and visitors will have access to a copy of the Child Protection Policy and sign and abide by the Child Protection Code of Conduct.
- Follow the "two adult rule"—wherein two or more adults are present and supervising all activities with children—absolutely whenever possible. In situations where this is not possible, alternatives such as being accompanied by community members on visits with children are strongly recommended.
- Avoid bringing children to their home if they will be alone with the child.
- Appropriate Touch – while WR representatives will want to express warmth and acceptance through touch as well as words, avoid full body contact and excessive/suggestive hugging and touching. Ask the child's permission before touching.
- Never sleep in the same bed with a child.
- Avoid giving excessive attention or showing favoritism to one child.
- Every work place will display contact details for reporting possible child abuse and every member of staff will have contact details for reporting.
- All photography and video taken must be approved by the appropriate Directors or supervisors. When possible, informed consent should be obtained from the child and parents if using the child's name and/or quotes. The Office/Country Director and World Relief Marketing Department must approve anything that goes on a World Relief website or social media site.
- Orientation to these policies will be part of all new employee orientations, and refresher trainings will be conducted periodically for existing employees.
- Each office will establish systems to investigate possible abuse once reported and deal with it according to agreed-upon procedures.

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- Community awareness will be raised about Child Rights and Protection in the communities where World Relief works, and a community-based approach will be used to establish reporting mechanisms that can be accessed by any community member.

Reporting

World Relief has legal obligations to report any violations the children may have voiced to the appropriate authorities, regardless of whether the parent(s) or guardian(s) consents to reporting to the authorities. World Relief will immediately involve authorities in a way that keeps the child's safety foremost. At the conclusion of an investigation, World Relief will subject the case to government authorities (local, federal and extraterritorial) and may prosecute as necessary.

Procedures and systems operate under the premise that child abuse and silence about abuse is wrong and the safety of the child is always the overriding consideration. **Child protection is the responsibility of each WR representative.**

Any behaviors which violate World Relief's Child Protection Policy are to be reported:

- when abuse is observed or suspected
- an allegation or disclosure of abuse is made (by an adult or child)
- or a child discloses abuse.

Any incident regarding the abuse of a child will be treated seriously—believing the child until proven otherwise. Managers and supervisors must ensure that all World Relief Employees and Related-Personnel understand and comply with this policy and the Core Principles, as well as the related standards of conduct and supporting policies.

Reporting by an Employee

Employees must notify the appropriate authorities (i.e. police, Child Protective Services, etc) and should also notify the designated Officer of the country or U.S. office (i.e. Child Development Program Director or the Office/Country Director), within 48 hours after first observing abuse or learning of an allegation. If the Child Protection officer is not available the employee must notify his/her supervisor or someone else in his/her direct line of command. It is then the responsibility of the line manager receiving the report to notify the designated Child Protection officer

An allegation of a Child Protection or Office/Country Director must be reported directly to the Director of Human Resources. See Policy 0513 Whistle Blower – Reports of Suspected Irregularities.

Reporting by Other WR Representatives

WR representatives must notify the designated Officer within 48 hours after first observing abuse or learning of an allegation. If the Child Protection officer is not known

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to them, he/she must notify the WR employee who is his/her point of contact. The WR employee receiving the report must follow the procedures outlined above for employees.

Investigation

It is the responsibility of the Child Protection officer to initiate a full investigation into the alleged violation and notify the appropriate senior management. A committee made up of the designated Child Protection Officer, the Regional Director for the region where the complaint of abuse is derived, and the country or office director for the office where the complaint of abuse is derived will define the appropriate person to lead the investigation and others that should be involved in the investigation. If any member of the committee is part of the complaint, the immediate supervisor of the person will be on the committee so there are always three people. The investigation effort will treat both the victim(s) and the alleged perpetrator(s) with respect and dignity. When allegations involve employees, the Director of Human Resources must also receive the report. See Policy 0513 Whistle Blower – Reports of Suspected Irregularities.

After investigation, any WR representatives determined to have been perpetrators of or participants in the child abuse will be subject to immediate dismissal from employment, volunteer/internship, and consultancy or board/advisory council membership.

All findings of the investigation will be compiled in a documented report. The findings, including any violations, are kept on file for further reference (i.e. for employees this would be in Human Resources).

Confidentiality

Other than with the appropriate management, the report will be kept in the strictest confidentiality to protect the identity of the witness, the child or children involved, and the alleged offender. However, it is very important that WR representatives never promise confidentiality either to a child disclosing abuse or to an adult disclosing concerns about another's abusive actions or information about their own behavior. WR representatives must make it clear that they are obliged to follow this policy and explain the possible outcomes that will result from information being given to them.

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Revision Log	
Date	Description
January 10, 2020	Policy reviewed and revised
April 4, 2017	Revised formatting to incorporate new corporate logo
March 28, 2017	Revisions and edits, including updating the logo
October 11, 2010	Updated with new logo
April 14, 2010	Policy formatted according to ToolBox guidelines Policy number changed to 0565 from 514
April 7, 2008	Format updated

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