

Safeguarding
Code of Conduct
SHANTI VOLUNTEER ASSOCIATION (SVA)

As a party involved in activities of SVA I will:

- (1) Plan and implement our activities with an awareness of potential risks, making sure that all people participating in the activity are not put at risk, and to minimise the impact of any harm that may occur
- (2) Respect the rights, personality and dignity of all people participating in the activity, and treat them in their best interests, regardless of their age, sex, gender identity, sexual orientation, place of origin, disability, political and religious beliefs, ethnicity, nationality, or social status and so forth.
- (3) Interact with people participating in the activity, particularly children and youths, in places that are accessible to others
- (4) Not overlook violence, abuse, risks or other inappropriate behaviour towards people participating in the activity, and consult and report any concerns promptly to the person in charge of the activity and according to due process
- (5) Respond to internal and external investigations into safeguarding and cooperate in providing the necessary documentation and information for such investigations
- (6) Obtain prior consent of people participating in the activity including children and their parents, caregivers or teachers before collecting any personal information, photographs or images of the people participating in the activity and treat them appropriately in accordance with Personal Information Protection Law and SVA's guidelines
- (7) Support people participating in the activity in understanding their rights and explain procedures so that they can take necessary actions if they have any safeguarding concerns or issues
- (8) Recognize that I represent the organization and take responsibility for my own words and actions with people participating in the activity
- (9) Strive to create an environment where all concerns and issues can be raised and discussed by the children, families, communities and other stakeholders involved
- (10) Comply with international standards and national laws for the best interest of children and youths, including child protection and preventing child labour and gender-based violence.

As a party involved in activities of SVA I will NOT:

- (11) Engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- (12) Engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- (13) Create a relationship in which I am dominant over people participating in the activity
- (14) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to beneficiaries of assistance
- (15) Discriminate against the certain beneficiaries of assistance and treat them differently from others, or exclude them from the group by favouritism
- (16) Engage in any commercially exploitative activities with the beneficiaries of assistance including child labour or trafficking

- (17) Beat or physically assault the beneficiaries of assistance by violence
- (18) Emotionally or psychologically abuse the beneficiaries of assistance in any way, including embarrassment, damaging self-esteem, disrespect or condescension
- (19) Use inappropriate language or make insulting or offensive suggestions or remarks to the beneficiaries of assistance
- (20) Create a situation where the beneficiaries of assistance are vulnerable to abuse
- (21) Help the beneficiaries of assistance to do things for themselves, such as dressing, bathing or toileting more than they need
- (22) Tolerate or contribute to illegal, dangerous or disruptive behaviour by the beneficiaries of assistance
- (23) Contact or attempt to contact beneficiaries of assistance participating in the activity privately outside of the activity. Use their personal information for other purposes.
- (24) Sleep in the same bed as beneficiaries of assistance participating in the activity
- (25) Sleep in the same room as beneficiaries of assistance participating in the activity, with an exception of special circumstances and with the prior permission of a superior.
- (26) Induce or expose beneficiaries of assistance to inappropriate images, videos, websites or SNS which include pornography or violence
- (27) Take photographs or videos of children or youths without their permission, and posting such photographs or videos, as well as any personal information that could lead to their identification, on websites or SNS
- (28) Place myself in a situation that could give rise to suspicion of a breach of the Code of Conduct
- (29) Refrain from engaging the beneficiaries of assistance in hazardous work that is considered inappropriate

Operational rules

Complaints and reports

SVA staff and all parties involved in its activities are obligated to bring to the immediate attention of the SVA any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code of Conduct according to SVA's Safeguarding Policy.

The personal information of the whistleblower as well as and the content of the report from the whistleblower are handled appropriately in accordance with the Personal Information Protection Law and Safeguarding Policy.

I undertake to discharge my roles and to regulate my conduct in accordance with the requirements of this Code of Conduct.

Name:

Signature:

Date:
