Terre des Hommes
International Federation

SAFEGUARDING
CODE OF CONDUCT



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1. PURPOSE

Terre des Hommes International Federation (TDHIF) is committed to upholding and promoting the highest standards of ethical and professional conduct and has zero-tolerance forall forms of abuse and exploitation.[1]

The Safeguarding Code of Conduct (CoC) provides a minimum standard for codes of conducts of all members of the TDHIF. It applies to and must be signed by its staff and can be used by TDHIF member organisations not having developed their own.

By setting out the standards of integrity and professionalism, TDHIF expects from all employees and related personnel to:

- ensure a safe working environment for all those engaged in TDH's work;
- reduce risk of harm and abuse to the children and communities we encounter through our programmes and activities.

2. SCOPE

The Safeguarding CoC applies to:

- All employees of TDHIF.
- All employees of any TDH member organisation and all offices under its responsibility (i.e. regional/sub-regional offices, country offices, fundraising/advocacy offices) that do not have their own safeguarding CoC.
- Related personnel of the above including board members, volunteers, interns, consultants, and incentive workers. Related personnel also includes non-TDH members, their employees and individuals who have entered a contractual relationship with TDHIF and visitors where it concerns them.

It also sets the minimum standards that any TDH member organisation is required to follow in designing their own safeguarding policies and procedures.

The Safeguarding CoC applies online and in-person.Any violation of this CoC is a serious concern and may result in disciplinary action, up to and including dismissal.Actions taken by TDH employees and related personnel outside of working hours that are seen to contradict the CoC will be considered a violation of this CoC.

3. COMMITMENTS

This list of commitments is not exhaustive; in general, TDH employees and related personnel must avoid all actions or behaviours which may put others at risk of harm or abuse.

As a TDH employee or related personnel, *I will:*

- Create and maintain a safe and equitable organisational culture that prevents, opposes, and combats sexual harassment, exploitation and sexual, physical and emotional abuse and neglect of any person.
- Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse.
- Take comprehensive steps to engage and inform people who participate in our activities and people with whom we work, about the standard of behaviours they should expect from our staff and representatives and how to raise concerns.
- Be sensitive to different cultures, beliefs and points of view, and treat differences of physical or intellectual ability, race, gender, sexuality, and social background with respect and dignity.
- Abide by the **'Two-Adults Rule'**. This means that when interacting with vulnerable adults and/or children in a work context, I will ensure that another adult is always present or within reach. Exceptionally, if the two-adults rule is not possible due to the nature of the activity (for example when working with individuals with personal care needs or in psychotherapy), the safety and dignity of the child or vulnerable adult will remain paramount.
- Inform the management about any sexual or romantic relationship I have with a TDH staff member if it becomes a conflict of interest. I understand that this relationship must be based on mutual respect and must not be in a direct work dependency, nor influence my work.
- Ensure that before photographing, filming or interviewing programme participants, informed consent has been obtained, individuals are properly dressed and are not depicted in a way that is abusive, sexually provocative, demeaning or culturally inappropriate or that characterises them as being reliant on the viewer.
- Ensure that any media protects the privacy of the individual and that no personally identifiable information is shared.
- Ensure that access to or use of TDH's information systems does not expose people with whom we work or who work for TDH, to risk of harm through a failure to secure sensitive data or the misuse of technology itself (e.g., accessing indecent or inappropriate material).
- Report any safeguarding concern, breaches, suspected breaches of the Safeguarding CoC or Safeguarding Policy within 24 hours or as soon as reasonably possible, via TDH reporting pathways.
- Respect confidentiality regarding safeguarding or other misconduct cases and cooperate with any safeguarding investigations.

As a TDH employee or related personnel, *I will not*:

- Act in any way that violates TDHIF Safeguarding Policy and Safeguarding CoC, putting TDH's programme participants, community members, employees, partners or related personnel at risk of harm or abuse.
- Fail or delay reporting safeguarding concerns; the absence of evidence is not reasonable grounds to fail or delay reporting of concerns about exploitation or abuse.
- Engage or attempt to engage in any form of sexual activity with anyone who is currently supported by TDH.

- Enter into romantic or sexual relationships with persons who are in any way dependent on me or TDH. If a romantic or sexual relationship develops with such a person, I disclose it according to the appropriate procedures within TDH to assess whether there is a conflict of interest or with the principles of the Safeguarding policy.
- Harass or abuse (physically, sexually, or verbally), intimidate or exploit, bully, or in any other way harm others (regardless of their relationship to TDH).
- Physically assault a child or adult, nor use any form of corporal punishment as a disciplinary measure regardless of social norms or accepted cultural practices.
- Emotionally or psychologically abuse a child or adult including acting in ways intended to shame, humiliate, belittle or degrade others.
- Imply or suggest that payment, protection, assistance (goods or services, including financial services), employment or any opportunity is received because of participation in any form of exploitative or harmful behaviour, including sexual activity.
- Engage in any commercially exploitative activities with children or adults including child labour or any form of trafficking.
- Engage in transactional sexual activity of any kind, regardless of the local or national law.
- Agree, negotiate or assist any settlement (financial or otherwise) between a survivor of abuse (or their family) and an alleged perpetrator. Such cases should be reported in accordance with this CoC.
- Take part in any form of discrimination based on race, ethnicity, colour, gender identity, age, religion, sexual orientation, ability, social background, citizenship or national origin.
- Spend time alone with a vulnerable adult, or a child, away from others, behind closed doors or in a secluded area (in line with the 'Two Adults Rule').
- Take an adult or a child, who has been involved in TDH programmes, to my home, or visit them in their home where I may be alone with them, nor sleep in the same bed or the same room.

4. SIGNATURE

I understand and commit myself to the content of this Safeguarding CoC. I agree to abide by its requirements and commit to uphold the standards of conduct required to support TDHIF's vision, mission and values. I understand my duty to report any breaches to this Safeguarding CoC:

Name:

Date:

Signature:

5. SUPPORTING POLICIES AND PROCEDURES

Type of Document	Supporting Documentation
Policies	• Safeguarding Policy • Internal Reporting and Whistleblower Protection Policy • Code of Conduct
Procedures/processes	• Safeguarding Self-Assessment • Procedure for Safe Engagement of children and youth in TDH events(2019) • Child Safeguarding Standards for Safe Recruitment (2019)
Training	• TDH IF Introduction to Safeguarding • TDH IF Safe Recruitment • TDH IF Safe Communication • TDH IF Adult Safeguarding

Policies and safeguarding courses can be found at: https://terredeshommes.org/who-we-are/

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