

## Safeguarding Code of Conduct

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ShelterBox is committed to creating a safe environment for anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work, including staff, SRTs, volunteers, fundraisers, supporters, members of the public and members of the Affected Communities we work with or support. All staff volunteers, Trustees and ShelterBox Representatives have a duty to uphold the principles of the Safeguarding Policy and commit to maintaining an environment that prevents violence for everyone who comes into contact with ShelterBox, or its affiliates or subsidiaries including members of Affected Communities. Further to this, sexual exploitation, and abuse by staff, volunteers (including those that work in our humanitarian response) constitutes acts of gross misconduct and is therefore grounds for termination of employment.

**As such, I (name of Staff, partners, volunteers and trustees and ShelterBox Representatives) agree that I will:**

- a.** Adhere to the Safeguarding Policy and be open and honest in my dealings with anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work, including staff, SRTs, volunteers, fundraisers, supporters, members of the public and communities participating in programmes, projects, processes, events, and activities.
- b.** Treat all people who come into contact with ShelterBox, or its affiliates or subsidiaries including children and vulnerable adults in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.



c. Create and maintain an environment which prevents the abuse and exploitation of anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work, including staff, SRTs, volunteers, fundraisers, supporters, members of the public and members of the affected communities including children and vulnerable adults ensuring that I am aware of potential risks with regards to my conduct and work, and take appropriate action to minimise the risks

d. Contribute to building an environment where anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work, including staff, SRTs, volunteers, fundraisers, supporters, members of the public and members of the Affected Communities including children and vulnerable adults, we engage with are:

- i. respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity, and evolving capacities; and
- ii. well informed on their safeguarding and protection rights and what to do if they have a concern.

e. Display high standards of professional behaviour **always!**

f. Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people aged below 18 years for domestic or other labour, if such work is inappropriate, exploitative, or harmful given their age or developmental capacity, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury, exploitation, or violence. In addition, I understand that I must not use children and young people of any age that we work with for domestic or other labour.

g. Respect the privacy and confidentiality of anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work, including staff, SRTs, volunteers, fundraisers, supporters, members of the public and members of the Affected Communities including children and vulnerable adults associated with ShelterBox. This means I will:

- o Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam, skype, etc.) from any child or family associated or formerly associated with our work or share my own personal contact details with such individuals except where this has been explicitly authorised by ShelterBox and/or for ShelterBox business purposes.

o Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard ShelterBox policies and procedures and/or has the explicit consent of ShelterBox. Media includes paper, photographs, video and social media.

o Never make any contact with a child, young person, or family members associated with ShelterBox work that is not supervised by a (or another) member of ShelterBox Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.

- o Always ensure that when fundraising or on deployment for ShelterBox and I wish to take pictures of members of the Affected Communities including children and vulnerable adults, for official use, **I will:**
  - Obtain consent forms in accordance with ShelterBox Content Gathering Ethics and Guidelines;
  - Ensure the images are respectful and do not impact negatively on their dignity and privacy.
  - Ensure that the use of the images does not put programme participants including children and vulnerable adults at risk of being identified or located.
  - Never upload the images of any children and vulnerable adult associated with ShelterBox to non- ShelterBox social media pages without the full and explicit consent of ShelterBox.

**h.** Report any concerns or suspicions through the appropriate channels regarding safeguarding violations by a ShelterBox Representative or harm arising from the design and implementation of ShelterBox's programmes and activities.

**l.** Cooperate fully and confidentially in any ShelterBox investigation of concerns or allegations of abuse to anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work, including children and vulnerable adults.

**j.** Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during association with ShelterBox that relates to exploitation and abuse of anyone including children and vulnerable adults

**I will not:**

- a.** Abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm, including through harmful traditional practices such as, for example, Female Genital Mutilation, forced or child marriage.
- b.** Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally. Mistaken belief in the age of a child is not a defence.
- c.** Engage in sexual relationships with members of Affected Communities as these undermine the credibility and integrity of ShelterBox work and are based on inherently unequal power dynamics.
- d.** Use physical punishment/discipline or use of physical force of any kind towards children, young people or vulnerable adults.
- e.** Engage members of the Affected Communities we work with including children or vulnerable adults in any form of sexual activity which involves the exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to programme participants.
- f.** Use language or behave towards anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work including children or vulnerable adults in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate e.g. Fondle, hold, kiss, hug, or touch anyone who has contact with ShelterBox, its affiliates or subsidiaries in the course of its work including children or vulnerable adults.
- h.** Have a child/children/young person with whom I am in contact in a work-related context, stay overnight at my home or any other personal residential location or accommodation.
- i.** Use computers, mobile phones, video, and digital cameras to exploit or harass children or to access child pornography through any medium
- j.** Fail to disclose convictions or safeguarding related investigations that they are subject to.

**Commitment to Safeguarding Code of Conduct**



I/We, [Name/organisation], acknowledge that I/We have read and understood the safeguarding policy and code of conduct of ShelterBox. By signing below, I/We confirm my commitment to upholding the principles and responsibilities outlined therein.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print, sign, and date this document to signify your agreement and commitment to safeguarding code of conduct and practices of our organization.