ETHIOPIAID
TRANSFORMING LIVES IN ETHIOPIA

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CODE OF CONDUCT: SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

1. INTRODUCTION

This Code of Conduct should be read in conjunction with the Safeguarding Policy and seeks to address the specific issues Ethiopiaid Ireland staff and volunteers may encounter when dealing with children, young people and vulnerable adults in Ireland and in Ethiopia.

Statement

Ethiopiaid Ireland believes that all children, young persons and vulnerable adults should live in safety without fear of abuse and has a zero tolerance policy towards abuse.

Ethiopiaid Ireland recognises that employees, volunteers and its Ethiopian partner organisations who come into contact with children, young people and vulnerable adults should know of the predisposing factors, signs and indicators of abuse.

Purpose and scope

- To provide protection for children, young people and vulnerable adults who receive services from Ethiopiaid Ireland and its Ethiopian partner organisations.
- To ensure best practice from all adults associated with Ethiopiaid Ireland.
- To ensure best practice from all adults associated with our Ethiopian partner organisations.
- To provide employees with guidance and procedures to ensure that our commitment and adherence to this policy and our partners, is maintained.
- To ensure that our Ethiopian partner organisations are fit for funding.

This code of conduct applies to all staff, volunteers and representatives of Ethiopiaid Ireland and should be read in conjunction with the Safeguarding Policy.

2. PROTECTING AGAINST SEXUAL ABUSE AND EXPLOITATION

Ethiopiaid Ireland seeks to protect its staff and volunteers, the staff of its Ethiopian partners, and every beneficiary from abuse.

Key definitions:

- Sexual abuse is actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.
- Sexual exploitation is any abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another.

Core principles relating to sexual exploitation and abuse:

- Sexual exploitation and abuse by Ethiopiaid Ireland's staff constitute acts of gross misconduct and are therefore grounds for termination of employment and will be reported to the relevant authorities.
- 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

child is not a defence.

- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between Ethiopiaid Ireland staff and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics.
- Where a member of staff develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker or employee of a partner organisation, he or she must report such concerns immediately via established agency reporting mechanisms.
- Managers at all levels have particular responsibilities to support and develop systems which maintain an environment that prevents sexual exploitation and abuse.

3. COMMITMENT TO PROTECTING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Ethiopiaid Ireland places priority on protecting the dignity, rights and safety of all people associated with Ethiopiaid Ireland, whether a direct employee, partner employee, volunteer or beneficiary.

Ethiopiaid Ireland is committed to providing safe environments and minimizing the risk of harm to children who are among the beneficiaries of our work. For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “young person” includes all persons aged between the ages of eighteen (18) years and twenty three (23) (inclusive).

All people working for, or on behalf of, Ethiopiaid Ireland are committed to adhere to the following principles:

- Treat individuals with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behaviour towards children, young people or vulnerable adults that is or could be understood as, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children, young people or vulnerable adults in any form of sexual activity.
- Wherever possible, ensure that another adult is present when working in the proximity of children, young people and vulnerable adults.
- Use any computers, mobile phones or cameras appropriately, and never to exploit or harass individuals or to access child pornography through any medium.
- Adhere to the Dochas Code of Conduct on Images and Messages

Ethiopiaid Ireland will control confidential and inappropriate information (written and verbal) regarding children, young people and vulnerable persons to prevent the presentation of degrading images by working to a set of communication guidelines which representatives will abide by including:

- Let people give their own accounts as much as possible rather than others speaking on their behalf.
- Before photographing or filming an individual, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming always obtain consent from the subject. If the subject is a child then obtain consent from the child or a parent or guardian of the child.

- Ensure images present the subject in a dignified and respectful manner.
- Do not reveal any personal and physical information to identify the location of the subject that could put them at risk.
- Portray an accurate and balanced picture of the subject, with an emphasis on dignity and with as much reference as possible to their social, cultural and economic environment.
- Avoid sensationalist text and images, and degrading and inaccurate representations.
- Adhere to the Dochas Code of Conduct on Images and Messages

4. IMPLEMENTATION OF THE CODE OF CONDUCT

Partners are to be made aware of the Code of Conduct before signing their partnership agreements and before any funding is transferred.

Employees of Ethiopiaid Ireland are to be made aware of the Code of Conduct at time of recruitment, at their annual reviews, and if applicable, with any change to their contract or responsibilities.

Violations of the Code of Conduct are to be reported to the CEO and Ethiopiaid Ireland's Board of Trustees.

Employees, partners and beneficiaries have the right to request copies of our Code of Conduct at any time.

The responsibility to ensure the implementation of the Code of Conduct are:

- Board of Trustees to ensure that Ethiopiaid Ireland's CEO implements the code of conduct.
- CEO to ensure each partner has signed up to the Code of Conduct.
- CEO to ensure that all Ethiopiaid Ireland staff and volunteers are signed up to the code of conduct.
- CEO to ensure all overseas challenge participants are signed up to the code of conduct.
- CEO to ensure all donors visiting partners in Ethiopia are signed up to the Code of Conduct.
- Ethiopian partner organisations to ensure that its staff and representatives are aware of the Code of Conduct and adhere to it.
- Ethiopian partner organisations to ensure that their beneficiaries are aware of the Code of Conduct.

Breaches of this Code of Conduct will not be tolerated and may result in disciplinary procedures, change of duties or termination of employment (or other contractual agreement with Ethiopiaid Ireland).

5. DOS AND DON'TS

Ethiopiaid Ireland seeks to ensure that children, young people and vulnerable adults are kept safe from harm and that staff and volunteers are not placed in a compromising position.

Do Empower the individuals we work with and communicate to them their rights, including their right to be safe, what is acceptable and unacceptable behavior, and what they can do if there is a problem

Do Put the Code of Conduct into practice

Do Remember that Ethiopian culture may be different to our own

Do Plan activities, which involve more than one other person being present, or at least are within sight or hearing of others

Do Work with other staff and volunteers as a team

Do Respect an individual's right to personal privacy

Do Listen to all individual's views and concerns

Do Encourage others to discuss attitudes/behaviour they do not like

Do Identify and avoid potential situations which may lead to behaviour being misinterpreted

Do Recognise that caution is required even in sensitive moments, such as when dealing with bullying or bereavement

Do Recognise that a child is any person under the age of 18 years old

Do Report concerns that a child is exposed to child abuse or sexual exploitation immediately

Do Undertake induction and training on Ethiopiaid Ireland's safeguarding policy

Do Cooperate fully and confidentially in any investigation of concerns and allegations

Do Respond to an individual who may have been abused/exploited in accordance with their best interest and safety

Do Identify, minimize and attempt to avoid potential situations of risk

Do Ensure that the Safeguarding Policy are complied with if any child, young person or vulnerable adult is to participate in any activity organized by Ethiopiaid Ireland

Do Comply with the Safeguarding Policy when gathering information from a child, children, young person or vulnerable adult, or their carers, and / or sharing any information received through all media (including television, radio and print), the internet (including social networking sites, and newsfeed), printed and written materials (including posters, photographs, press releases and reports).

Do Plan and organize the work and workplace so as to minimize risk of abuse, exploitation or harm coming to the children, young people and vulnerable adults we work with; be aware of potential for peer abuse; develop special measures / supervision to protect younger and especially vulnerable children; avoid placing children in high-risk peer situations.

Do Promote a culture of openness in relation to Safeguarding, where issues or concerns can be raised and discussed between and among employees, volunteers, trustees and partner organisations

Do Ensure that a sense of accountability exists between employees, volunteers, Trustees and partners so that poor practice or potentially abusive behavior can be recognized and challenged

Do Get informed consent from the parent or guardian before taking photographs or statement from a child

Do NOT Permit abusive peer activities (e.g. bullying).

Do NOT Hit or otherwise physically assault or physically abuse.

Do NOT Have sexual intercourse, or engage in any sexual activity, with anyone under 18 years of age. Regardless of the age of consent in the current location. Mistaken belief in the age of the individual is not a defence.

Do NOT Develop any form of relationship with a child or children that could in any way be seen as exploitative or abusive.

Do NOT Have any inappropriate physical or verbal contact with others

Do NOT Jump to conclusions about others without checking facts

Do NOT Show favouritism to any individual (e.g. money, gifts etc.)

Do NOT Give excessive gifts to individuals or their families

Do NOT Make suggestive remarks or gestures to children, young people or vulnerable adults, even in jest

Do NOT Ignore others who do not put the Code of Conduct into practice

Do NOT Spend time alone in a room with a child, young person or vulnerable adult to avoid any allegation of wrong doing

Do NOT Have a child/children with whom you are working stay overnight at their home (unless necessary and previously agreed with managers that this is for the safety of the child)

Do NOT Sleep in the same bed as a child, young person or vulnerable adult with whom you are working

Do NOT Sleep in the same room as a child, young person or vulnerable adult (unless necessary and previously agreed with managers that this is for the safety of the child)

Do NOT Do things for children, young persons or vulnerable adults of an intimate, personal nature that they can do for themselves (for example bathing, dressing or toileting assistance)

Do NOT Condone, or participate in, behaviour towards children, young persons or vulnerable adults which is illegal, unsafe or abusive

Do NOT Discriminate against, show unfair differential treatment to, or favour particular individuals to the exclusion of others, where this is unrelated or disproportionate to their variable support needs

Do NOT Act as negotiator in or assist the process of financial settlement between the family of a child victim of sexual abuse or exploitation and the perpetrator

Do NOT Investigate yourself in suspected cases of abuse, violence or exploitation. Instead you should follow official reporting mechanisms as set out in the Safeguarding Policy and allow trained individuals to carry out a full investigation

Do NOT Allow children to engage in sexually provocative or violent games with one another

Please sign and date this form (below) to confirm that you have read, understood and are committed to Ethiopiaid Ireland's Safeguarding policy and Code of Conduct.

Name:

Signature:

Position:

Organisation:

Date: