

## **CODE OF CONDUCT**

### **POLICY ON THE PROTECTION OF CHILDREN, CHILDREN AND TEENS**

COOPERAZIONE INTERNAZIONALE SUD SUD - CISS wants to be an organization safe for girls, children and adolescents.

CISS' staff, its representatives and the staff of our partner organizations must always demonstrate the highest standards of behaviour towards children/adolescents, as indicated in this "Policy on the protection of girls, children and adolescents."

These standards apply to both the private life and the professional activity of the staff and anyone else acting in the name of the organization.

CISS undertakes following commitments:

A) It is committed to ensuring that all staff of CISS and staff of partner organizations are aware of the issues related to the abuse and sexual exploitation of children and of the related risks.

B) It is committed to ensuring that the staff of the CISS and staff of partner organizations minimize the risks in order to prevent damages for the minors. In our activities and in every activity supported by CISS it must be created an environment where children's rights are always protected and possible abuses prevented.

C) It is committed to ensuring that the staff of the CISS and staff of partner organizations have clear when the need to report a suspicion of possible abuse arises and what actions to undertake.

D) It is committed to ensuring an effective intervention in response to any allegation of abuse by supporting, preserving and protecting the involved child.

This Policy includes mandatory requirements that apply to all aspects and areas of intervention of CISS: fundraising, advocacy, campaigns, communication activities, development and emergency projects.

## **Criteria for implementation of the Policy on the Protection of Children and Adolescents**

The following criteria want to define the minimum levels of reference for proper implementation of the Policy.

- a) It must be provided a wide spread of the Policy which must necessarily include the staff of CISS, its volunteers and staff of partner organizations. The spread is managed so as to ensure that the Policy is fully understood; to this end can be foreseen the use of translation in the language of the beneficiaries.
- b) The recruitment and selection of staff, other employees or volunteers must reflect the commitment of CISS for the protection of children, girls and adolescents, ensuring that communications, controls and procedures are adopted, to exclude anyone who is not suitable to work with minors. The selected candidates are warned of the binding nature of this Policy and that this applies both to the professional life and in the private sphere.
- c) The policy must be reflected in every decision both on human resources and on the general management of the organization, in order to direct the staff in the conduct of their work. Failure in respecting any aspect of the Policy set out in each of these provisions must be considered a serious disciplinary violation.
- d) All of the activities carried CISS, from development projects to communication activities, involving boys, girls or adolescents must first be evaluated to ensure that any potential risk for the protection of children is identified and proper control systems are developed.
- e) The staff of the CISS, its volunteers and staff of partner organizations should be supported in developing skills. The basic information of the Policy shall be included in the initial and continuing training of staff.
- f) All agreements between CISS and partner organizations should include clauses on this Policy. Partner organizations must adopt this policy, or have developed their own with similar approach and standards. The agreements with Partners must articulate clearly the procedures for reporting on cases involving violations of the Policy.

g) In the use of information technology and communication (internet, websites, social networks, digital photography) CISS places utmost importance to ensure that children, girls and adolescents are not exposed to any possible risk.

### **Accountability**

The President of CISS has full responsibility for the creation of a work environment that fosters the development and implementation of the principles of this Policy.

The staff of the CISS, each according to their operational functions, has the responsibility to create a safe working environment for children in the place where it carries out its activity.

The President of CISS has the responsibility to ensure that all members of the Board of Directors, staff and volunteers are aware of this document and are asked to sign a declaration stating that they have received and accepted the Policy.

The President of CISS with The Board:

- establish and maintain a reporting system ensuring the control of management of cases involving alleged violations of the Policy:
- establishes and maintains contact with the Country Coordinators of the organization for matters relating to the protection of girls, children and adolescents;
- Regularly checks and updates this Policy at least every three years or in a shorter time if deemed necessary.

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The staff of CISS, the volunteers, the staff of partner organizations and their representatives should never:

- 1) hit, physically assault or physically or psychologically abuse of a minor;
- 2) have attitudes towards children that will adversely affect their harmonious development and socio-relational;

- 3) act with behaviors that are of negative example for children;
- 4) engage in sexual activities or sexual intercourse with individuals under the age of 18, regardless of the definition of age or means of consent legally recognized in different countries. One misconception about the age of a minor is not considered acceptable as a defense;
- 5) have relationships with children who may be in some way considered exploitation, mistreatment or abuse;
- 6) act in ways that may be abusive or that may put children at risk of exploitation, mistreatment or abuse;
- 7) use language, make suggestions or give advice inappropriate, offensive or abusive;
- 8) behave inappropriately or sexually provocative;
- 9) establish or maintain "ongoing" contacts with minors beneficiaries using personal online communication tools (email, chat, social networks, etc.). They will use exclusively professional online tools and environments of which the organization is aware of and, where available, landline and cellular service for phone contacts;
- 10) allow one or more children with whom they work to sleep in their own home without supervision and prior authorization of the person directly responsible, except in exceptional circumstances;
  - 1) sleeping in the same room or the same bed with a child with whom they work;
  - 12) do things for children of a personal nature that they themselves can do alone;
  - 13) give money or goods or other benefits to a child outside of the parameters and the objectives set by the project activities or without their manager's knowledge;
  - 14) tolerate or participate in behavior of children who are illegal or abusive, or that jeopardize their safety;
  - 15) act to shame, humiliate, belittle or despise a minor, or perpetrate any form of emotional abuse;

16) discriminate, treat differently or favor some minor excluding others.

This list is not exhaustive or exclusive. The basic principle is that actions or behaviors that may be inappropriate or potentially abusive towards minors should be avoided.

It is also important that the staff of CISS, the volunteers, the staff of partner organizations and their representatives in contact with children:

17) are vigilant in identifying situations that could involve risks for children and know how to manage them;

18) report any concern, suspicion or certainty about possible abuse or maltreating a child, as set out in this Policy;

19) organize the work and the workplace in order to minimize risks;

20) are always visible to other adults, as far as possible, while working with children;

21) act for the dissemination and maintaining of a culture of openness that allows the staff, the volunteers, the children and those who care for them to raise and discuss with ease any kind of argument and concern;

22) ensure that staff members develop a sense of responsibility for their actions so that actions and inappropriate behaviors or behaviors that can generate abuses in respect of children do not go unnoticed or tolerated;

23) communicate to children what kind of relationship you have to expect to have to the staff or representatives and encourage them to report any kind of concern;

24) enhance the capabilities and skills of children and discuss with them their rights, what is acceptable and what is not, of what they can do in case any problem arises;

25) mantengano un elevato profilo personale e professionale;

26) respect the rights of children and treat them fairly, honestly and with dignity and respect;

27) encourage the participation of children in order to develop also their capacity for self protection.