



**Sector39 Ltd.**

**Permaculture training and project development**

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## Safeguarding and Complaints

This brief is for all staff employed, contracted or volunteering with (NGO) and is in line international good practise on safeguarding within the international development and humanitarian sector

Prohibited behaviour for all (NGO) personnel (As set out in the Code of Conduct)

- Any behaviour or activity that could amount to sexual exploitation and abuse
- Sexual activity with children (persons under the age of 18) 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.
- Any other activity that is intended to cause physical or emotional harm, humiliation or exploitation to any individual.
- Any activity, practice or behaviour that suggests staff, grant recipients or partners have abused their position of power and is engaging any individual based on inherently unequal power dynamics.
- Sexual relationships between staff-, grant recipients-, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of Sector39.

Any violation or suspected violation of the Code of Conduct will be investigated by senior management and may result in disciplinary action including, but not limited to, immediate dismissal from duty and referral for criminal prosecution in applicable cases.

### REPORTING IS MANDATORY FOR STAFF

All staff are obliged to report any suspected violations of the Code of Conduct. Staff should not attempt to investigate allegations but report immediately to a focal point. Staff failure to report is a breach of Code of Conduct and may lead to disciplinary action.

This policy is global in application and a complaint can also be made by:

- A partner or member of a partner organisation
- Community member or individual that we work with
- Any other member of the public whether an individual, company or other entity in the UK or around the world.

The reporting focal points in this office are \_\_\_\_\_

Contact number (s): \_\_\_\_\_

e-mail contact (s) : \_\_\_\_\_

Note: You may also report to your head of office or NGO director