

POLICY OF REGARD



1. POLICY OF REGARD IN THE BETTER WORLD ASSOCIATION

1.1. Documents applicable to the Better World Association:

1. Policy against mobbing, sexual violence and sexual harassment.
2. Child protection policy.
3. Personal data protection policy.

1.2. Main Association principles of conduct:

1. All Association members: the Management Board, employees, associates and volunteers, are acquainted with the rules of the Association and commit to complying to them. The Management Board is responsible for the correct implementation of policies.
2. Safety training is tailored to the needs of specific projects (e.g. based on risk assessment and specific functions). Continuous evaluation of the values, behaviors and commitment of staff to safety is promoted.
3. Contextualised, person-centred procedures for reporting and responding to safety incidents have been introduced. Secure, confidential and accessible feedback and complaint mechanisms have been established for reporting the safety issues.
4. Partners of the Association are clearly informed about safety policies and basic standards.
5. Safety risk assessment and management practices have been introduced in all new projects and activities. For long-term projects safety risk assessments are being updated every year.
6. The Association is committed to promoting accountability towards the people and communities it works with by: (1) providing transparent information about its projects and activities, (2) increasing awareness of existing safety policies and reporting channels to actively seek feedback on the work of the Association, and (3) to provide feedback to communities on changes made as a result of their previous feedback.
7. Procedures have been introduced to ensure security and confidentiality of personal data during the collection, storage, use and image sharing.

1.3. The knowledge of the Management Board, employees, associates, volunteers and recipients about activities should include at least:

1. transparent information about the activities of the Association, including sources of funding, criteria for selecting recipients and ways of their involvement,
2. where and how to report cases of abuse and sexual harassment,
3. information on the rights regarding personal data protection,
4. ways to receive necessary support.

1.4. Main principles of reporting abuse:

1. Members of Association; Management Board, employees and associates, volunteers and partners are responsible for reporting cases of sexual abuse including suspected cases.
2. Any person may freely, without apprehension report to the Association a concern about an incident they were involved in, witnessed or heard about.
3. Members of Association must not investigate allegations or suspicions on their own.
4. Complaints can be made anonymously. Every effort will be made to maintain confidentiality in the handling of complaints.
5. Access to personally identifiable information about a person who is affected by a complaint will be restricted to personnel who have a strict need for it. The information will not be passed on without obtaining the informed consent of the aggrieved person, unless there is a threat to human life or the safety of a child, or the transfer takes place in a manner required by law after consultation with legal counsel and in safe circumstances.

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1.5. You can report a violation by:

1. Application Form / Форма / Report form (google.com)
2. by e-mail: zgloszenie@lepszyswiat.org.pl

Examples of information that can be provided as part of a notification:

- the nature of the reported offence,
- time/date when the offence occurred,
- the place where the offence occurred,
- how the alleged wrongdoing was committed by the individual or organisation,
- documentation confirming the allegations,
- details of witnesses of the alleged offence.

It doesn't matter if the reporter has all the information - you should still report all concerns so that they can be verified.

1.6. Procedure

1. The reported violation will be considered by a committee consisting of representatives of three organizations: the Better World Association (a person not involved in the project to which the complaint relates), CIM Horyzonty, Bezlik Foundation.
2. The Commission will determine the course of action and assess how best to proceed and whether the conditions for opening an investigation have been met. This information should be reviewed along with any other incident data. Not all allegations will qualify for an investigation. Each allegation must be considered in the light of individual circumstances, context and environment.
3. The conditions for opening an investigation should be discussed and the group should try to reach a common opinion on each case. Discussion notes and justifications for any decisions should be archived. All decisions taken should be communicated in the best and safest way for children or adults at risk. If, for the sake of children or others, a decision not to report a crime that violates national law is to be made, this should only be done at the highest level and the decision should be well documented and evidence based. Legal advice may be required and all actions and decisions must be clearly recorded.
4. No further action - If none of the information provided contains sufficient evidence or grounds to initiate further proceedings, a decision may be taken not to take further action. However, a short note should be made to document that an initial assessment was carried out based on objective criteria. All decision makers should be informed of the outcome of the final decision.
5. The reaction time for notifications from the Association will be a maximum of 7 days from the moment of notification.

2. POLICY AGAINST MOBING, SEXUAL VIOLENCE AND SEXUAL HARASSMENT

2.1. The main principles

1. The Association believes that all people have the right to live in conditions free from sexual violence and abuse of power, regardless of age, gender, sexuality, sexual orientation, disability, religion, origin and culture.
2. The Association will not tolerate any form of exploitation, abuse and sexual harassment by its members, the Board, employees and associates, volunteers, partners or other representatives related to the implementation of its activities.
3. The Association is committed to supporting victims, strengthening safety capabilities and reporting, investigating, responding to and preventing sexual harassment and abuse.
4. The Association will use this policy in conjunction with applicable laws (including criminal, labor and privacy laws) and the duty of due diligence and decision making on how to respond to submitted complaints and issues.

2.2. Actions and procedures

1. The Association provides channels through which members, management, employees and associates, volunteers, partners, community members and others can safely report sexual abuse or harassment. These individuals have information on accessing these secure reporting channels, including communications appropriate for children and other special groups.
2. The Association provides training and information to employees, associates, in particular persons receiving complaints, so that they properly understand their duties and how to perform them in the event of a complaint. Particular attention should be given to confidentiality.
3. Reports to external donors and supervisory authorities should only be made by staff with delegated authority. Individuals who have experienced abuse/harassment have the right to report directly to supervisory authorities. At the request of these people, the Association will provide them with support in making a notification.

2.3. Pillars of conduct

1. Responding to notifications. The association will respond professionally and in a timely manner to any concerns or allegations of sexual misconduct, sexual abuse and/or harassment.
2. A victim-centred approach. This approach is centered on those experiencing violence/abuse to create a supportive environment where the will and rights of victims are respected and prioritized, ensuring their safety and that they are treated with dignity and respect. The victim-centred approach is based on the following outlines: security, confidentiality, respect and no discrimination.
3. Decision making subject to the principle of accountability. The Association will take prompt and appropriate action against Association employees and related personnel who are identified as having committed sexual abuse
4. Support for people experiencing violence. The Association undertakes to refer to competent entities for providing support services. Assistance is made available regardless of whether there has been a formal internal response. Security measures should be woven into all the activities of the organization: from secure recruitment, through partnerships and accountability to those supported, to effective prevention of sexual misconduct, abuse and sexual harassment.

2.4. Staff responsibilities

1. Members, Management Board, employees, co-workers and volunteers are obliged to report suspicions or occurrences on the part of other persons. Failure to report suspicions or transgressions about someone else to the appropriate person is a violation of the Association's policy, but individuals are under no obligation to report incidents where they themselves have been affected.
2. Board members are responsible for this policy and its implementation.

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3. Project coordinators are responsible for promoting awareness of this policy and the main safety standards in the team whose activities they coordinate, and supporting/developing systems to create and maintain a safe working environment.
4. Project teams are required to consult with the people they work with to ensure that community members and people working for the Association are aware of its security policies, know how to report complaints and problems, and understand that the Association takes action in such cases. Program teams should also clearly explain what benefits and/or services are available to community members and how they are selected.

3. CHILD SAFETY POLICY

Any kind of abuse of power against children, including sexual violence and other forms of abuse or harm, is a violation of their rights and is prohibited by the Association.

3.1. The main principles adopted in the Better World Association:

1. It is prohibited to engage in sexual activities with children (persons under the age of 18), regardless of the country's legal age of consent. Misconception about the age of the child does not exclude liability. The Association will take firm measures to prevent child abusers from cooperating with the Association in any capacity.
2. All persons working for the Association are responsible for reporting problems noticed personally or problems pointed out to them by others in accordance with this policy.
3. In accordance with applicable regulations, the Association undertakes to prevent the employment and volunteering of perpetrators of sexual misconduct, abuse and sexual harassment. The association will ensure tight screening processes for hiring and accepting volunteers (e.g. using a criminal record background check).
4. Procedures for handling cases arising from reported safety incidents are adapted to the needs of children.
5. When appropriate, the Association will consult with children to ensure that programs are run in an environment that is safe for them. Child safety measures are in place, and complaint and feedback mechanisms are adapted to them.
6. If a child is involved in an incident, special measures will be taken to ensure that the case is dealt with in the child's best interests.
7. All violations of this policy will be taken seriously and will result in disciplinary action, including termination of employment and volunteering, as well as other available legal measures.

3.2. Standards of conduct for the staff of the Association (employees, associates, volunteers):

1. Always treat children in a way that respects their rights, integrity and dignity, taking into account their best interests and not putting them at risk or harm.
2. Use the personal data of children and family members only for the purposes of project implementation and only in accordance with the personal data protection procedure adopted in the Association.
3. Comply with all applicable Polish and local laws.
4. Immediately report suspected child abuse and non-compliance with the policy
5. Promptly disclose all allegations, convictions and other legal matters related to child mistreatment or abuse, including those prior to or during employment with the Association.
6. Raise any concerns about child abuse and safety in accordance with Association procedures and local law.

3.3. Behaviors strictly prohibited:

1. Do not abuse and/or take advantage of the children or behave in any way that puts them at risk of harm.
2. Do not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
3. Do not engage persons under the age of 18 in any form of sexual intercourse or sexual activity, including paid sexual services. Misconception about a child's age is not an excuse.
4. If possible, ensure that another adult is present when working with children. Do not invite unaccompanied children into private homes unless they are at immediate risk of injury or physical danger.
5. Do not sleep near unsupervised children unless absolutely necessary. In such cases, obtain approval from your supervisor and, if possible, arrange for another adult to be present.
6. Never use computers, cell phones, cameras, or social media to abuse or harass children, and never access child abuse materials through any medium.
7. Do not physically punish children.

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8. Do not engage children in household work or other work that is inappropriate for their age or stage of development, that would interfere with their education and recreation time, or could put them at significant risk of harm.

3.4. Additional rules of conduct for coordinators and the Board of the Association:

1. Make sure that every person (employee, co-worker, volunteer) who comes into contact with children has signed the safety policies and has been properly trained.
2. Ensure that the Association has appropriate procedures in accordance with local law that describe the appropriate response to incidents of child abuse. They should be developed in cooperation with local advisers.
3. Ensure that volunteers, members and staff you supervise who have raised child protection concerns or are accused of child abuse receive appropriate information, support or protection in relation to all aspects of the case, including any safety concerns and potential actions that may result from the incident or the reporting of such concerns.

3.5. Focus on youth empowerment

1. The Association works with young people, understanding the specificity of this group. It treats them as co-creators and partners in projects, campaigns, fundraising actions and decision-making structures. It focuses on cooperation with young people and supports them in building autonomy.
2. The Association believes that the participation of young people in its initiatives involves active, informed, voluntary and meaningful participation in the decision-making process that affects them and their communities
3. The child protection policy obliges the Association not to knowingly involve - directly or indirectly - anyone who poses a threat to them. The Association will recruit people who have knowledge of working with children and is committed to rigorous recruitment practices that take into account the safety of children.
4. The Association minimizes the risk of child mistreatment and abuse in the implementation of its programs, and trains its employees and volunteers on how to fulfill their obligations under this policy.

3.6. Support for harmed children

1. The Better World Association will offer support to children who have suffered harm, mistreatment or abuse, regardless of whether there has been a formal internal reaction (e.g. initiation of an internal investigation).
2. Children can choose if and when they want to use the support options available to them. The association will strive to provide support in a child-sensitive manner and will seek support elsewhere if available.
3. Where possible, appropriate and in the best interest of the child, the Association will work closely with local child protection authorities, parents and guardians, offering support to children who have suffered harm at the hands of employees, co-workers or volunteers Associations.

3.7. Definitions

- **The child's best interest**

We will be guided primarily by the best interests of the child in all dealings with children and when considering issues related to the safety or well-being of children. Children have the right to actively participate in all matters affecting their lives, to make choices and decisions, to share in the authority exercised by adults and to express opinions that affect other people and events. Decisions affecting children and young people will be made as far as possible with their participation and in their best interest, taking full account of the implications of such decisions. In some situations, adults must make decisions for children to protect them from harm, but the child's best interests will always be the basis for these decisions. In case of violation of this policy and causing harm, the Association undertakes to listen to the child and act in accordance with his wishes. Confidentialia-

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lity may be breached by sharing information if, after a risk analysis, it appears that this is required to protect the child from (further) harm.

- **Child**

A person who has not completed 18 (in words: eighteen) years of age, in accordance with the Convention on the Rights of the Child.

- **Abuse of children**

Child abuse covers the abuse of children's rights and all types of violence against them: physical, emotional and sexual abuse, neglect, domestic violence, sexual exploitation, abduction and trafficking, including for sexual purposes, involvement of children in online sexual exploitation and child labor.

- **Sexual harassment**

Sexual harassment is any unwanted sexual advances, requests for sexual contact, sexual statements, conduct or gestures, or any other conduct of a sexual nature that is reasonably expected or perceived to offend or humiliate another person. Such conduct will also be considered sexual harassment if it interferes with work, is a condition of employment or creates an intimidating, hostile or offensive work environment. Harassment usually manifests itself as a series of behaviors, but it can take the form of a single incident. It can occur between people of the same or different sexes. Both men and women can be perpetrators and victims of harassment.

- **Sexual abuse**

Any act or attempt to abuse a situation of critical position, unequal position or trust for sexual purposes, including but not limited to obtaining a financial, social or political advantage from the sexual abuse of another person. The Association recognizes that the terms „sexual abuse” and „sexual misconduct” (see definition below) cover a wide spectrum of behavior and are not limited to sexual intercourse alone.

- **Sexual misconduct**

Actual physical interference of a sexual nature or threat thereof, whether by force, inequality or coercion. It may include forced marriage and sexual slavery, as well as sexual activity with a child (person under 18).

- **Sexual intercourse**

Includes e.g. an intimate physical relationship of an employee or related personnel, as well as online sexual relationships via social media, text messages or phone calls.

- **Child sexual abuse**

Exploitation of a child by another child, adolescent or adult for self-stimulation or sexual gratification. Sexual abuse includes contact and non-contact activities related to any type of sexual activity involving children, including exposing a child to child sexual abuse material online or taking sexually abusive photos of a child.