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# HAI'S POLICY ON PROTECTION FROM SEXUAL EXPLOITATION, ABUSE AND CHILD PROTECTION

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All HAI employees and affiliated personnel are expected to adhere to these Standards, which are designed to serve as an illustrative reference for making decisions that embody HAI's Code of Conduct and fundamental principles both in their professional and personal lives.

1. HAI employees, employees of its partner organisations and related personnel will not request any service or sexual favour from participants of HAI programs, children or others in the communities in which HAI works, in return for protection or assistance. They will not engage in sexually exploitative or abusive relationships.
2. HAI employees, employees of its partner organisations and related personnel will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition against exchange of money for sex means HAI employees, employees of its partner organisations and related personnel cannot engage the services of sex workers.
3. HAI employees, employees of its partner organisations and related personnel are strongly discouraged from having sex or engaging in sexual activities with program participants because there is an inherent conflict of interest and potential for abuse of power in such a relationship. If an employee engages in sex or sexual activities with a program participant, the employee must disclose this conduct to his /her supervisor for appropriate guidance. Failure to report such conduct may lead to disciplinary action pursuant to HAI's policies and procedures.
4. HAI employees, employees of its partner organisations and related personnel must refrain from sexual activity with any person under the age of 18, regardless of the local age of consent, i.e. the local or national laws of the country in which the employee works. Ignorance or mistaken belief of the child's age is not a defence. Failure to report such a relationship may lead to disciplinary action pursuant to HAI's policies and procedures.
5. HAI employees, employees of its partner organisations and related personnel will not support or take part in any form of sexual exploitative or abusive activities, including, for example, child pornography or trafficking of human beings.

6. HAI employees, employees of its partner organisations and related personnel will treat all children with respect and not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
7. HAI employees, employees of its partner organisations and related personnel will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury.
8. HAI and its affiliated organizations expect their employees and associated staff to handle HAI's human, financial, and material resources responsibly. It is strictly prohibited to misuse HAI's resources such as computers, cameras, mobile phones, or social media platforms to harass or exploit participants of HAI programs, children, or community members where HAI operates.
9. When HAI employees, partner organization employees, and related personnel photograph or film children for work-related purposes, they must adhere to the following guidelines:
  - Respect local traditions or restrictions regarding the reproduction of personal images.
  - Obtain informed consent from the child's parent or guardian before photographing or filming them. The purpose of the photograph or film should be explained.
  - Ensure that photographs, films, videos, and DVDs present children in a dignified and respectful manner, avoiding vulnerable or submissive poses.
  - Ensure that children are appropriately clothed and not in sexually suggestive poses.
  - Ensure that the images accurately represent the context and facts.
  - Ensure that file labels do not contain any identifying information about the child.

10. HAI employees, employees of its partner organisations and related personnel must immediately report any concerns or suspicions they have regarding possible violations of this Policy by a HAI employee, employees of its partner organisations and related personnel via HAI's reporting mechanism. Employees, employees of its partner organisations and related personnel must report any such concerns even when the person who may be in violation of this Policy is Related Personnel, as previously defined, and not a HAI Employee.
11. HAI employees, employees of its partner organisations and related personnel will prevent, oppose and combat all exploitation and abuse of children.
12. Wherever possible, HAI employees, employees of its partner organisations and related personnel should work with another adult present when working with children.
13. HAI employees, employees of its partner organisations and related personnel must immediately disclose charges, convictions and other outcomes of an offence that relates to child exploitation and abuse including those under traditional law.
14. Sensitive information related to incidents of sexual exploitation and abuse or child abuse whether involving colleagues, program participants or others in the communities in which HAI works shall be shared only with enforcement authorities and HAI agents and employees of the appropriate seniority or function who have a need to know such information. Breach of this policy may put others at risk and will therefore result in disciplinary procedures.
15. HAI employees, employees of its partner organisations and related personnel must undertake to create and maintain an environment that promotes implementation of this policy.
16. Directors, managers and supervisors at all levels have particular responsibilities to support and develop systems that maintain an environment that facilitates implementation of this policy and which is free of sexual exploitation and abuse and child abuse.

## **Agreement:**

<b>Name of staff/volunteer/partner/contractor/ or supplier:</b>	
<b>Designation:</b>	
<b>Address:</b>	

**Signature:**

**Date:**