

## *Safeguarding Policy*

### Yayasan Humanis dan Inovasi Sosial

#### I. Introduction

Yayasan Humanis dan Inovasi Sosial (hereinafter: Humanis), an affiliate organization of Hivos, is a Jakarta-based non-profit development organization that works across the Southeast Asia region. Humanis works with marginalized groups and frontrunners to exercise rights and freedoms, bring about changes, influence decisions and hold those in power to account. To achieve our vision, we focus on three impact areas: Gender Equality, Diversity, and Inclusion (GEDI), Civic Rights in the Digital Age (CRIDA), and Climate Justice. Currently, we have ongoing programs in Indonesia, Timor-Leste, the Philippines, and Vietnam

#### II. Policy Statement

We are acutely aware of rightsholder's vulnerability, which means there is a high risk of harm, exploitation and abuse. Given that we have staff from a variety of backgrounds and work with many individual and organizational partners, it is important that we provide guidelines for staff and partner conduct in order to reduce abuse.

Humanis define, *safeguarding* and including *child safeguarding* as promoting and protecting the health, well-being and human rights of children, and enabling them to live free from harm, exploitation and violence. *Child safeguarding* refers to all actions taken by the institution to keep all children who interact with the institution safe - including proactive efforts to ensure that any direct or indirect contact with the institution does not harm children. *Child safeguarding* includes the prevention of physical, sexual and emotional abuse, neglect and ill-treatment of children by staff and anyone else under the institutions's supervision, including external parties working with the institution or third-party contractors. The primary focus of *safeguarding* is to reduce the risk of harm that may occur to children, young people and vulnerable adults such as people with disabilities and Sexual and Gender Minorities, from harm caused by *bullying*, discrimination, exploitation and violence that may be perpetrated by staff, representatives and partners.

As a form of organizational responsibility, Humanis is committed to running the organization's programs and operations in ways that are safe and respectful manner, promoting human rights in programs, and engage in protecting children and vulnerable adults / elderly from harm, exploitation and violence regardless of nationality, culture, race/ethnicity, gender, sexual orientation, disability, religion, socio-economic status, education, and others.

We will ensure staff and partners understand and uphold these commitments and ensure everyone who interacts with children, young people and vulnerable adults/ elderly on behalf of Humanis adheres to the standards outlined in Humanis's Integrity Policy and Code of Conduct, Elimination of Sexual Violence Policy, Social Responsibility

Policy, Guiding Principles for Companies and Humanis General Terms and Conditions. This includes complying with the standards of International Human Rights norms as well as the laws and regulations in the countries where Humanis operates.

Humanis does not tolerate any form of sexual violence, sexual exploitation and sexual harassment. So if there are allegations of violations, Humanis will take steps to address them, including providing strict disciplinary action in accordance with the Provisions on the Elimination of All Forms of Sexual Violence owned by Humanis and referring to relevant laws.

### III. Purpose and Objectives

This *safeguarding* policy is intended to ensure that Humanis programs and operations are conducted in a safe environment for children, young people and vulnerable adults / elderly. Where potential harm, exploitation and abuse are prevented and minimized to the greatest extent possible, and can be dealt with effectively if they do occur.

Objectives. This *safeguarding* policy include:

- Protect program rights holders, children, young people and vulnerable adults / elderly, including staff
- Maintain and uphold the values and principles espoused by Humanis and any related parties.
- Provide guidelines for staff and any parties associated with Humanis regarding moral, ethical, and behavioral standards.

### IV. Principle

Humanis implements this safeguarding policy based on the following principles:

- **Rights-Based Approach:** Measures and efforts to promote the realization of respect, fulfillment, protection and promotion of human rights, especially for children and vulnerable and marginalized groups, including empowering them to claim their rights.
- **Do No Harm:** Not taking steps and actions that may harm or disadvantage children, young people and vulnerable adults/ elderly
- **Empowerment:** Encouraging and supporting people to make their own decisions
- **Prevention:** Steps and actions taken before a case/violation occurs.
- **Proportionality:** The handling of allegations of misconduct including investigations, support and services provided must be appropriate taking into account the risks and disruption that may arise.
- **Protection:** Concrete steps and efforts through services and support for those most in need.

- Partnerships: Work with community and local partners to prevent, detect and report neglect and abuse.
- Accountability: Accountability and transparency in the implementation of *safeguarding* policies.
- Best Interest of the Child: In matters concerning children, the best interests of the child shall be the primary consideration.

## V. Definition

- *Safeguarding*: An organization's responsibility to ensure that its staff, programs and operations are protected and do not harm or cause harm to people, especially children, young people and vulnerable adults.
- Child: Any person who is not yet 18 years old
- Young people: Individuals aged 18 - 24 years old.
- Vulnerable adults: Individuals aged 18 years and above who are in need of support and services, due to various factors such as physical disability, mental health, age, illness, disability, or have been victims of violence, exploitation and neglect, thus affecting their ability to protect themselves.
- Elderly: Individuals aged 60 years and above who are in need of support and services, due to various factors such as physical disability, mental health, age, illness, disability, or have been victims of violence, exploitation and neglect, thus affecting their ability to protect themselves.
- Harm: Any action or behavior that harms or causes adverse impact on physical, psychological, sexual, social and *well-being*.
- *Bullying*: Intentional and aggressive behavior that occurs repeatedly against a victim when there is a real or perceived power imbalance, and when the victim feels vulnerable and powerless to defend themselves.
- Discrimination: Unfair treatment or arbitrary distinction of a person on the basis of race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language or other status.
- Exploitation: The act of taking advantage of another person's vulnerability for economic or sexual gain by force, influence, deception or inducement.
- Violence: includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional mistreatment or psychological abuse, sexual harassment and exploitation, other abuse, and commercial or other exploitation. Acts of violence can also occur online. Gender-based violence is defined as violence directed against an individual or group of individuals because of their gender, or violence that disproportionately affects individuals or groups of individuals of a particular gender and SOGIE SC (Sexual Orientation, Gender Identity, Gender Expression and Sex Characteristics)

## VI. Scope

This *Safeguarding* Policy applies to all parties associated with Humanis including:

1. Trustees, supervisors, administrators
2. Staff, volunteers, consultants
3. Partner organizations, unless there is a written agreement that the partner organization may use their own *safeguarding* policies that are appropriate or of a standard no lower than the Humanis *safeguarding* standards.
4. All parties who commit by signing the *safeguarding* policy and code of conduct.

The aforementioned parties must implement and adhere this *safeguarding* policy in normal and emergency situations both during and outside of working hours. In the event of an alleged violation, Humanis will take the necessary steps as set out in this policy.

Sexual violence that is specifically included and regulated under the 2022 Humanis Elimination of Sexual Violence Policy, will be handled in accordance with the reporting and handling procedures putlined in this policy.

This *safeguarding* policy does not cover violence, exploitation, bullying, and discrimination and other harmful acts committed by parties other than mentioned above.

## VII. Implementation steps

### A. *Safeguarding* Policy

- Develop and establish a *safeguarding* policy
- Appoint and establish a *safeguarding* task force and *safeguarding* focal point with clear roles and responsibilities.
- Integrate *safeguarding* into the organization's strategic plan, budgeting, fundraising, partnerships, public relations, etc.

### B. Secure Recruitment System

- Develop a safe recruitment system for staff, volunteers, consultants and partner organizations to minimize the potential for recruiting people or partners with a track record of harming children, young people and vulnerable adults / elderly. Details of the safe recruitment system are set out in the Humanis HR Operational Standards Manual.
- All staff, volunteers, consultants, partner organizations and other relevant parties must sign a letter of intent to comply with the *safeguarding* policy and code of conduct as part of their employment contract or other cooperation agreements.

### C. Secure Program

- Conduct *safeguarding* capacity assessments of partner organizations, and provide support and technical assistance to strengthen their *safeguarding* capacity.
- Develop *safeguarding* risk assessments and mitigations within the program to ensure the organization's programs are safe for children, young people and vulnerable adults. The *safeguarding* risk assessment format is attached.

#### D. Education and Training

- Develop and implement an annual plan for regular safeguarding capacity building (trainings, workshops, refreshers, discussions, etc.) for staff and partners including preparing capacity building agenda and materials
- Prepare or facilitate specialized training for the *safeguarding* task force and *safeguarding focal points*.

#### E. Building Awareness

- Develop *safeguarding* communication, information and education (IEC) media
- Disseminate information on *safeguarding* to beneficiaries, communities and other stakeholders through face-to-face activities, online, and dissemination of IEC media.
- Upload *safeguarding* information and *safeguarding* incident reporting channels on the organization's website.

#### F. Reporting and Handling

- Develop *safeguarding* incident reporting and handling procedures and required formats
- Develop cooperation with service providers (directory of service providers and referral mechanism)
- Deal immediately with any reports of *safeguarding incidents* in accordance with the provisions and stages set out in the *safeguarding incident* reporting and handling procedures.

### VIII. Code of Conduct

This document refers to the code of conduct for *safeguarding*, not the entire Humanis code of conduct. However, the *safeguarding code* of conduct is an integral part of the Humanis code of conduct.

Humanis has established *safeguarding* standards and guidelines to ensure that children, young people and vulnerable adult / elderly are safe and protected from harm, violence, and exploitation in our operations and programs, both during and outside of work hours.

Trustees, supervisors, administrators, staff, volunteers, consultants, partner organizations, and visitors/guests (hereinafter "Each Party") who will interact with children, young people and vulnerable adults / elderly must be trained on the code of conduct, and express agreement by signing it. Violations of the standards and guidelines of conduct by such parties will be addressed promptly and appropriately, and if proven will result in disciplinary action under Humanis regulations.

#### Each Party shall:

- Carry out the tasks entrusted to him with the highest level of professionalism, sense of belonging, integrity and loyalty to Humanis

- Comply with all internal and external regulations and lawful instructions regarding work given by the Humanis to him/her through his/her manager.
- Treat people with respect and integrity regardless of ethnicity, race, nationality, class, religion or personal beliefs, political opinions, age, disability, sexual orientation, gender identity, gender expression, gender characteristics and/or other
- Plan activities and organize a workplace that is safe, comfortable, accommodating and in such a way as to minimize the risk of *safeguarding* incidents that may occur.
- Behave with courtesy and kindness, and avoid actions or behaviors that could potentially damage or adversely affect the work and reputation of the organization.
- Comply with communication guidelines related to *safeguarding* children, young people and vulnerable adults and obtain consent from parents or guardians.
- Ensure that confidential information is safeguarded and not disclosed to third parties, including personal information about children and vulnerable adults.
- Respect local cultures, structures, laws and customs, as long as they do not conflict with international human rights norms and laws, humanitarian law or Humanis values.
- Report suspected or alleged violations through internal reporting procedures or the *Whistle-Blower* facility. Reports should be made as soon as possible after becoming aware of the breach.

**Each Party is prohibited/not allowed:**

- Acting in a way that could dishonor the values and principles Humanis uphold or jeopardize their position
- Possessing, using or being under the influence of illegal drugs that may affect behavior during work
- Discriminate on the basis of ethnicity, race, nationality, class, religion or personal beliefs, political opinions, age, disability, sexual orientation, gender identity, gender expression, gender characteristics and/or other
- Abusing or intentionally intimidating others, including on the basis of ethnicity, race, nationality, class, religion or personal beliefs, political opinion, age, disability, sexual orientation, gender identity, gender expression, gender characteristics
- Sexually harassing another person or taking unwanted or unwelcome advantage of another person of a sexual nature and/or in a sexual manner.
- Accessing and visiting internet sites that contain sexually exploitative, racist, discriminatory, insulting and/or offensive material. Downloading and posting such content is also not permitted. Exceptions may be made for research, strategizing, evidence gathering and reports that are relevant to program needs and can be substantiated through line manager approval.
- Using electronic mail systems for spamming, sending messages that are pornographic, harassing (sexually), racist, discriminatory, insulting and/or offensive or messages that (may) incite hatred and/or violence
- Using social media sites to comment on, or post contact details or photos of that are deemed offensive, invasive of privacy and attacking the integrity of individuals or organizations.

- Physical assault, psychological abuse, exploitation, bullying, and intimidation, including sexual abuse and sexual exploitation
- Exchanging money, work, goods or services for sex, including sexual services or other forms of humiliating, degrading or exploitative behavior. This includes any exchange of favors to which the rights holder is entitled.
- Having sexual relations with rights holders, as the relationship is based on unequal power relations

**Any party who comes into contact with the child is prohibited:**

- Committing acts of racism, homophobia, transphobia, biphobia, sexism, and/or religious discrimination;
- Showing preferential treatment to some children to the detriment or exclusion of others;
- Yelling at or bullying children includes advising with harsh words that are offensive, demeaning or threatening;
- Physically or verbally intimidate the child and/or prevent the child from expressing their opinion;
- Hitting and all forms of physical violence against children;
- Physically restrain children during activities or at any other time unless staff/volunteers/mentors have received appropriate training and another responsible adult is present as a witness;
- Assist with personal tasks that are not part of their job description and/or that the child can do on their own;
- Allowing children or teenagers you work with to spend the night in your home and/or sleep in the same room, let alone sleep in the same bed;
- Spending time alone/unsupervised with a child or young person you work with;
- Employing children for domestic or other work that is inappropriate for their age or stage of development, that interferes with the time they have for educational and recreational activities, or that puts them at significant risk of injury;
- Conduct actions that contravene applicable laws in the country where the activity is carried out, including labor laws related to child labor;
- Being alone with a child without supervision. Two adults should be present during workshops and other children's activities. Where this is not possible, staff should seek alternatives such as the presence of adult community members and/or the use of open spaces that are visible to others in the area;
- Having physical or sexual relations with children. Sexual activity with children (persons under the age of 18) is strictly prohibited. False beliefs regarding a child's consent cannot be used as a defense;
- Developing inappropriate relationships with children, which could in any way be considered abusive or exploitative;
- Engaging children under the age of 18 in any form of sexual activity, including paying for sexual services or activities;

- Displaying general behavior that is contrary to good practice or potentially harassing, including behavior through technology, information and communication such as mobile phones or the internet;
- Dating/Romantic relationship with children
- Assist or support child rights holders personally, except in exceptional cases and with the approval of the Executive Director.

## IX. Communication Guide

Humanis typically communicate materials, information, or messages to the public through writings, pictures, photos, sound recordings, and videos when supporting, fighting for, and campaigning for their causes. It can be published through a variety of media, including posters, newsletters, newspapers, radio, television, websites, social media, and other forms of publication.

Therefore, in the context of *safeguarding*, Humanis need to have safe communication guidelines to reduce the risks that children, young people and vulnerable adults / elderly may experience such as stigmatization, discrimination, bullying, harassment or the possibility of violence and exploitation during and after the process of formulating materials, developing communication media and publishing them.

Any party associated with Humanis, including journalists or partners who will be covering Humanis' work must adhere to what is outlined in the following communication guidelines:

1. Representation of Humanis core values  
The material, information or messages conveyed in communication media should reflect or represent one or more of the values upheld by Humanis such as self-determination, innovation, competence, transparency and accountability.
2. Respect for human dignity and rights  
Materials, information and messages to be conveyed through communication media should reflect respect for human dignity and human rights. Likewise, the process of collection, development and publication should not be carried out in ways that dehumanize children, young people and vulnerable adults.
3. *Do no harm*  
Carefully consider the consequences and risks that may arise from the process of creating materials/content, developing communication media, and publishing them. . Do not do it if it clearly poses a risk or is harmful to children, adolescents, or vulnerable adults / elderly, or if it reveals prior injuries or trauma.
4. Privacy and Confidentiality  
For security reasons, do not use and display children's full identities . If young people and vulnerable adults / elderly, reveal their identity, the consequences should be explained including taking mitigation measures to minimize the impact.
5. Approval



The collection and use of materials and communication media (photos or videos) including the purpose of their use must be explained in advance in order to obtain the consent of the children, young people or vulnerable adults / elderly used and featured in the communication media. In the case of a child, parental / guardian consent should also be obtained. There should be no coercion on children and vulnerable adults to give consent.

6. Authentic

Writing, photos, images, or videos must depict reality and facts, not engineering and manipulation.

7. Empowerment

Children's, young people's, and vulnerable adults' work, as well as their views expressed directly, should be used more in the various communication media produced. Once the communication media is published, it is best to share it with them in order to increase their understanding and confidence.

8. Storage

Data and personal information about beneficiaries will be stored in a secure database and guaranteed confidentiality. To protect the data's confidentiality, the organization will only share it through secure channels, with limited access granted to specific individuals within the organization.

### **Photos, Drawings, Sound and Video Recordings**

- Taken and displayed in a respectful and dignified manner, showing ability, empowerment, and motivation. Do not take and display photos, images, voice recordings, and videos that show vulnerability, helplessness, and begging for mercy.
- The retrieval process must adhere to local culture and customs.
- Does not portray *gender stereotypes* and *stereotypes* against young people and other vulnerable adults
- Written consent must be obtained, explaining in advance the purpose and how the publication will be carried out. In the case of children, the consent must include written consent from the parent/guardian.
- Does not contain content that may jeopardize the security and safety of the children, young people and vulnerable adults featured. If yes, take efforts and measures that can limit identification such as changing identities or using pseudonyms, changing voices, presenting them in silhouette, disguising faces, etc.
- It should be an honest representation of the facts and describe the context, not manipulated and fabricated. Captions must clearly contain information about who is in them and when and where they were taken.
- Does not feature sexualized depictions or sexually suggestive displays
- If there are certain restrictions on its use, clearly state the restrictions.

### **Writing (Articles, Case Studies, and other writings)**

- When creating articles or case studies, make sure the quality is maintained

- Written consent must be obtained before producing an article or case study on an individual. Explain the purpose and how it will be published. In the case of children, consent must include written consent from the parent/guardian.
- Use language that shows respect, avoid language that dehumanizes or reinforces *gender stereotypes* or *stereotypes of vulnerable adults*.
- Avoid narratives or descriptions that can make the person featured in the writing get physical or psychological pressure, discrimination, ostracized or even get rejected by the community.
- Change or disguise names or identities so that children or vulnerable adults in the writing cannot be recognized.
- If the paper is a case study, avoid including confidential information in it
- If possible involve the children, young people or vulnerable adults written about in the story or case study to provide feedback and input.
- Verify and confirm the information obtained to ensure the accuracy of the information to be written, but be careful not to put children, young people and vulnerable adults in situations of risk or danger.

### Interview

- Interviews should be conducted in a safe and dignified manner, including respecting privacy and confidentiality of personal information. Ensure the interview is conducted in a safe place and not alone. If conducted with children, they must be accompanied by an adult.
- Interviews can only be conducted, if there is consent including for the collection and use of information resulting from the interview. Ensure that the interviewee understands the purpose of the interview and what the results will be used for. If the interviewee is a child, consent must also be sought from the parent/guardian.
- Use language that is easy to understand and make sure the interviewee feels comfortable during the interview process.
- Not asking a cornering question or forcing her to answer a question she doesn't want to answer.
- Avoid questions, attitudes, expressions and comments that are judgmental, culturally insensitive, that may put the interviewee in a dangerous position or that may reveal past wounds or trauma.
- Do not discriminate when selecting interviewees. The selection should be based on the purpose of the interview and the capacity of the interviewee.
- At the end of the interview, ask the interviewee if there are any complaints, concerns or hopes they would like to share regarding the process and substance of the interview.

## X. Reporting and handling procedures

### A. Reporting

1. Any internal or external Humanis who is a victim of, sees, hears, or receives a report of an alleged violation of the safeguarding policy and code of conduct

committed by at least one of the 'any parties' set out in the scope of the Safeguarding Policy, may report it directly to the Safeguarding Focal Point, the Safeguarding Task Force, the Humanis Executive Director or by confidential letter via the Humanis office address, email: [complaintportal@humanis.foundation](mailto:complaintportal@humanis.foundation).

2. If the the alleged safeguarding violation is committed by one of the safeguarding focal points or task forces, the report may be made directly to the Executive Director. If the alleged violation is committed by the Executive Director, the report may be made to the Supervisory Board or the Board of TrusteesIf the alleged violation is committed by one of the Supervisory Board or the Board of Trustees, the reporting shall be made to one of the non-reported parties. The reported party will not be involved in the handling process.
3. The reporter must complete the reporting format for cases of alleged violations (attached) or at least include basic information regarding the alleged violation such as:
  - a. Identity of the reporter
  - b. Identity of the reported party
  - c. Case type
  - d. Place and date of the case
  - e. Brief chronology of the case
  - f. Witnesses who saw/heard the case
  - g. Position of the reporter (victim; witness who saw; witness who heard; informant who reported based on information from the witness/victim)
  - h. Supporting Evidence, if any
  - i. Whistleblower contact who can be contacted if needed at any time.
4. If the whistleblower is worried or does not want their identity to be known, they can report through the whistle blowing facility.

## B. Initial Inspection

1. Reports received will be reviewed by the focal point and/or safeguarding task force within 5 working days of receipt.
2. The initial examination will focus on who is being reported (the alleged perpetrator) and what alleged violations have been committed as well as clarifying the reporter. The aim is to determine whether the alleged violations reported fall into the category of violations of safeguarding policies and codes of conduct or not. During the process, suspension pending an investigation can be applied to the person who is being reported.
3. If examination of the report reveals that the alleged violation falls into the category of safeguarding violations, then the report is eligible to proceed to the next stage. If not, then the process of handling the report of alleged violations is halted and declared complete. The Humanis Executive Director will send an official letter to the complainant, informing them that the report does not fall under the category of violation of the safeguarding policy and code of conduct, and therefore Humanis decides not to continue the process of handling the report to the next stage and the case is declared closed.

4. If the alleged violation is committed by a partner organization, the procedures to be used will be agreed between Humanis and the partner organization, whether to use Humanis' Safeguarding Policy procedures or those of the partner organization.

### C. Establishment of Investigation Team

1. If the report's examination results indicate that it is eligible for further examination, an investigation team of three people will be formed within 14 working days. The three investigation team members can come from either internal or external sources, as long as they meet Humanis' criteria.
2. The Humanis Executive Director's internal memo determines the formation of the investigation team, as well as its duties and responsibilities. If the reported party is the Executive Director, the Board of Trustees assumes responsibility. The investigation team has the following duties and responsibilities: :
  - Preparation of investigation plan
  - Investigation Implementation:
    - ✓ Identifying risks that may arise during the investigation process such as security, program, operational, legal, reputational, media and other risks including risks to victims, witnesses, complainants and reported parties
    - ✓ Examining the complainant, victim, witnesses and reported party.
    - ✓ Identifying support and services needed by victims and/or witnesses
  - Preparation of investigation report with recommended decision
3. The Humanis Executive Director will not involve parties who are close to the alleged complainant, reported party, alleged victim/witness in the investigation team to avoid conflicts of interest.
4. In carrying out its duties and responsibilities, the investigation team does so in private including the selection of a place of examination that can guarantee the confidentiality of the identity of the reporter, witnesses, and reported party.

### D. Investigation Implementation

1. The investigation team will conduct an examination and gather information from the complainant, victim, witnesses, and reported party to gain a complete picture of the alleged violation committed. During examination the reported party has the opportunity to refute the allegations against him/her/them accompanied by evidence to back up his/her/their claim.
2. The investigation team will also collect additional data and information such as HR archives and records, social media posts, emails, phone contacts, and others.
3. If based on the results of the investigation and the results of risk identification of victims and witnesses, the risks faced by victims and witnesses are high, then the investigation team must immediately convey to the Executive Director so that immediate steps and actions are taken to protect victims and witnesses including providing / facilitating the support and services needed both from within the organization and from a network of service agencies.

4. Based on the data and information collected by the investigation team along with evidence, testimony from the complainant, victim, witnesses, and reported party, the investigation team prepares a report on the results of the investigation, and recommendations for decisions or actions to be taken by the organization.
5. The investigation team's recommendation should clearly describe the decision or action to be taken by the organization on the alleged misconduct reported, i.e., the investigation team's recommendation should clearly describe the decision or action to be taken by the organization:
  - a. Declare the report of alleged violation of safeguarding policy and code of ethics not proven
  - b. Declare the report of alleged violation of safeguarding policy and code of conduct proven, and recommend clearly the form of disciplinary action to be imposed on the reported party.
6. The Investigation Team submits the investigation report and recommended decision to the Humanis Executive Director or the chairman of the Board of Trustees if the Executive Director is the reported party.

#### E. Decision

1. Based on the investigation report and recommendations from the Investigation team, within no later than 5 working days, the Humanis Executive Director or the chairman of the Board of Trustees if the Executive Director is the reported party, issues an Internal Memo that clearly contains the decision and form of disciplinary action that will be given, if the reported party is proven guilty, along with the underlying considerations.
2. The internal memo is then sent to the complainant and the reported party for study. The complainant and the reported party are given an opportunity within 3 working days after receiving the Memo, to state in writing rejecting or objecting to the decision of the Humanis Executive Director or the chairman of the Board of Trustees if the Executive Director is the reported party, accompanied by relevant reasons.
3. If within 3 working days there is no written rejection or objection submitted by the reporter or reported party, then the decision and form of disciplinary action given is final and binding and cannot be contested, meaning that the reporter and reported party must accept the decision taken by Humanis.
4. Humanis will review any written rejection or objection submitted by one or both parties, the complainant and the reported party, within three working days. The Executive Director of Humanis or the Chair of the Board of Trustees if it is the Executive Director who is reported, will request the *safeguarding* task force to review and analyze the investigation report. The safeguarding task force will complete the review and analysis in no more than two working days, and the results will be reported to the Humanis Executive Director or the Chair of the Board of Trustees, if the Executive Director is reported.
5. Based on the safeguarding task force's review and analysis, the Humanis Executive Director or the chairperson of the Board of Trustees, if the Executive

Director is the reported party, issues another Internal Memo outlining the decision and form of disciplinary action that will be taken if the reported party is found guilty, as well as the underlying considerations. This internal memo also addresses the objections of one or both parties. The decision and form of disciplinary action given are final and binding and cannot be contested, which means that both the reporter and the reported party must accept Humanis' decision.

6. An internal memo from the Humanis Executive Director or the chair of the Board of Trustees if the Executive Director is the reported party is then sent to the complainant and the reported party.

#### F. Disciplinary Action

1. Disciplinary action will be taken against a reported party who has been found to have violated the *Safeguarding* Policy and Code of Conduct based on an internal Memo from the Humanis Executive Director or the chair of the Board of Trustees if the Executive Director is the reported party.
2. In accordance with the Humanis Rule, the forms of discipline that can be given are:
  - Oral warning
  - First written warning
  - Second written warning
  - Third and final written warning
  - Demotion or change of position
  - Reduction or revocation of position allowances and/or work facilities
  - Termination of Employment (PHK)
3. The procedure for administering disciplinary action also refers to what is outlined in the Humanis Regulations.

#### G. Protection

1. Humanis prioritize the presumption of innocence and ensure the confidentiality of the identity of the reporter, victim, witnesses, reported party and other parties who provide information during the reporting and handling process from start to finish.
2. Humanis will not take actions that may harm the complainant, victim, witnesses or other parties providing information during the investigation.
3. Humanis will ensure that there is no retaliation against whistleblowers, victims and witnesses.
4. If during the course of investigating alleged violations of the *safeguarding* policy and code of ethics, one of the parties, whether the complainant, victim, witness or reported party, intentionally provides false information, Humanis may take disciplinary action against that party.
5. If Humanis is dissatisfied with the process of handling allegations of *safeguarding* violations and code of conduct, particularly on the part of the complainant, victim

or witness, they may file an appeal and invite selected external parties to discuss with the safeguarding task force.

## Summary of Reporting and handling procedures



## XI. Governance and Accountability

### A. Roles and Responsibilities

All staff, volunteers, consultants and partner organizations are responsible for ensuring *safeguarding* becomes an organizational value and culture. This means that all parties mentioned above share responsibility for preventing *safeguarding* incidents. However, to ensure effective implementation of the *Safeguarding Policy*, the Humanis Foundation must assign specific roles and responsibilities to:

#### 1. Executive Director

- Build Humanis understanding and skills needed to implement and manage policies
- Ensure those named in the scope of the *Safeguarding Policy* understand and comply with the *safeguarding* policy and code of conduct.
- Ensure that all staff understand that *safeguarding* is an inherent part of their duties and responsibilities.
- Be a party to *safeguarding* incident reporting and use learning from specific incidents to strengthen policies and practices.
- Ensure that all parties who report suspected violations are treated well, protected and guaranteed security and confidentiality.
- Ensure that the handling of *safeguarding* incidents will be conducted in a fair, objective and accountable process and outcome, including the disciplinary action to be taken.
- Appoint and establish a *safeguarding* task force and *safeguarding focal point*

#### 2. Safeguarding Task Force

- Ensure the *safeguarding* policy document and code of conduct are signed by the parties named in the scope of the *safeguarding* policy and copies are properly archived.
- Ensure all new staff receive *safeguarding* policy orientation.

- Develop and implement a *safeguarding* capacity building plan for staff and partners.
- Conduct *safeguarding* capacity assessments of partner organizations, and provide support and assistance to strengthen their *safeguarding* capacity.
- Ensure that all parties who will have contact with program beneficiaries are briefed on the *safeguarding* policy and code of conduct.
- Be one of the parties to whom *safeguarding* incidents can be reported.
- Provide support to *safeguarding focal points* in carrying out their roles and responsibilities.
- Provide victims and witnesses of *safeguarding* incidents with the services and support they need where appropriate
- Collaborate with external parties with *safeguarding* expertise to provide capacity building and technical support on *safeguarding*.
- Make periodic brief reports to the Executive Director on the implementation of the *safeguarding* policy annually.

### 3. *Safeguarding Focal Point*

- Provide technical support to the *safeguarding* task force in *safeguarding* capacity building of staff and partners, and dissemination to beneficiaries.
- Ensure all *safeguarding* policy documents, codes of conduct, reporting and handling procedures are available and accessible to all relevant parties.
- Provide a briefing on the *safeguarding* policy and code of conduct to all those who will have contact with beneficiaries.
- Develop creative and innovative educational information communication (IEC) media on *safeguarding* and disseminate them to beneficiaries and other stakeholders, including publishing them on the organization's website.
- Receive *safeguarding* incident reports and process them to the next stage
- Network with referral agencies for legal, psychosocial, health and rehabilitation services, and ensure their names and contact numbers are available.
- Reporting to the *safeguarding* task force on the implementation of their duties and responsibilities on a regular basis including as and when required.

### 4. 'Each party'

- Review and sign the *safeguarding* policy and code of conduct.
- Enforcing the *safeguarding* policy and code of ethics by not taking actions that violate the *safeguarding* policy and code of ethics.
- Responsible for preventing, reporting and managing *safeguarding* incidents.
- Treat everyone with respect and avoid abusing power.
- No retaliation against whistleblowers, survivors, and witnesses of *safeguarding* cases that are being or have been handled.

## B. Monitoring, Review and Complementary Policies



**1. Monitoring**

Humanis will conduct regular monitoring at least once a year to ensure the effectiveness of *safeguarding* policy implementation. Monitoring will focus on what implementation steps have been taken and the results, challenges faced in implementation, and what steps have not been taken and need to be prioritized in the future.

**2. Review**

This *safeguarding* policy is effective from January 1, 2024 and will be reviewed every 4 years with the involvement of supervisors, administrators, staff, partner organizations, and program beneficiaries. The review process should be based on monitoring results and lessons learned from the implementation process and to adopt any new *safeguarding* developments.

**3. Complementary Policy**

*The safeguarding policy is not a stand-alone policy. The safeguarding policy is linked to other policies, regulations, SOPs, guidelines and documents held by Humanis such as:*

- Humanis's Code of *Conduct*
- Humanis's Sexual Violence Elimination Policy
- Humanis's HR Operational Standards Guide
- Humanis's Rules
- Humanis's Partner Capacity Assessment
- Humanis's Data Protection Policy

Established in Jakarta, on January 1, 2024

Signed

Name

Position

Attachment:

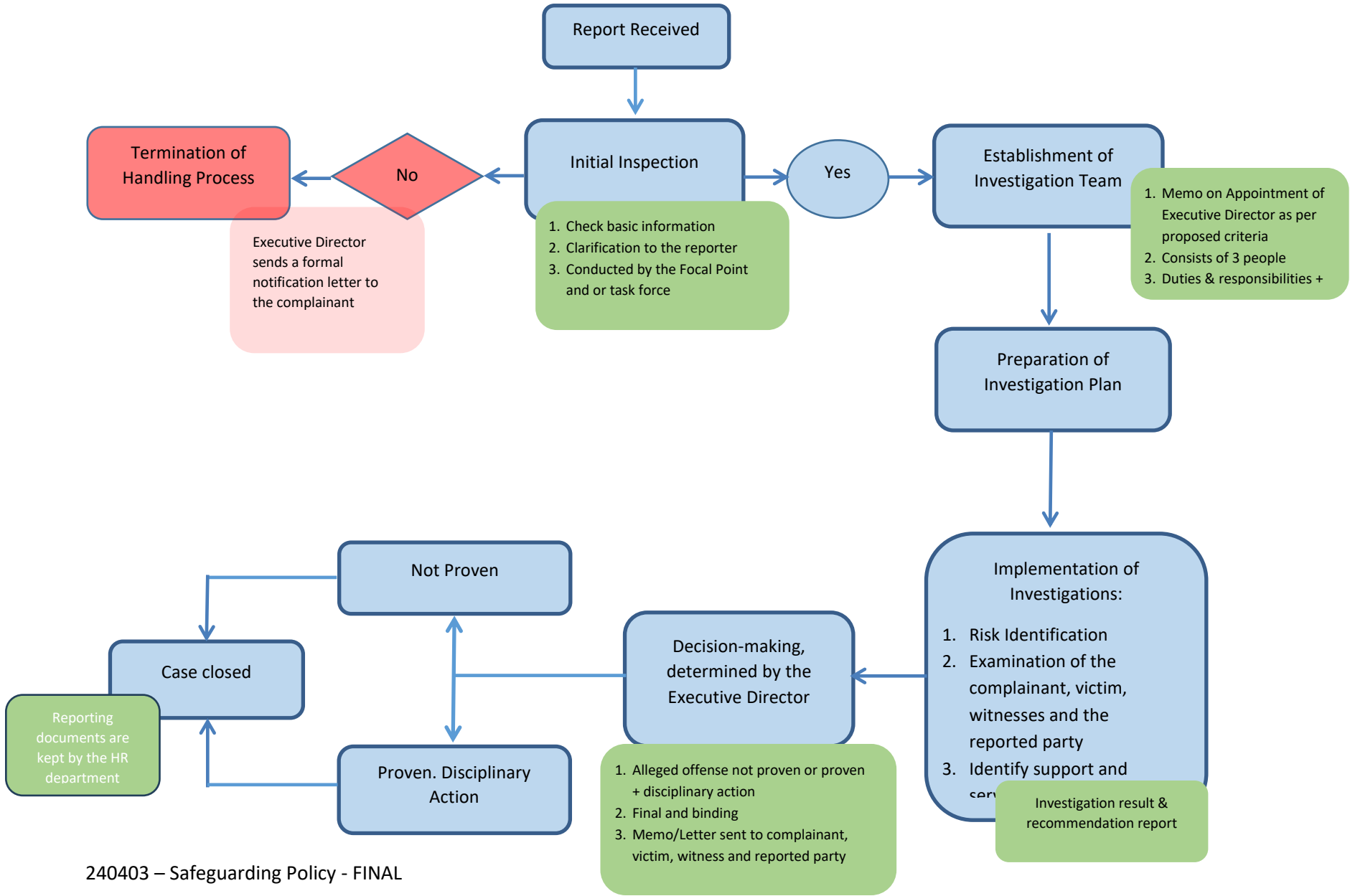
**Appendix 1: Safeguarding Risk Assessment Format**

Area	Risk	Risk Level (H/M/L)  Note: High/Medium/Low	Impact on Individuals and Organizations (H/M/L)  Note: High/Medium/Low	Risk Mitigation	Time	Person in Charge

**Description:**

- Area: Area: Risk-prone areas within the organization. Ideally, this should include all areas of the organization, including the Executive Director, Human Resources, Logistics, Fundraising, Finance, and Programs. If the ideal is not feasible for a variety of reasons, the organization should at the very least conduct a risk assessment in the program/activity area.
- Risks: Potential violations or risks that may occur as a result of the organization's operations and programs such as physical, emotional abuse, neglect, misuse of children's data and photos, publication of vulnerability, etc.
- Risk level: The level of likelihood of the risk occurring/emerging, which can be high, medium or low.
- Mitigation: Strategies or steps taken by the organization to minimize or reduce risks that may occur/merge.
- Timing: When the mitigation measure will be carried out
- Responsible person: Who is responsible for implementing the mitigation measure

Appendix 2: Flow of Reporting and Handling Alleged Violations of Safeguarding Policy and Code of Conduct



Appendix 3: Format for Reporting Cases of Alleged Violations of the Yayasan Humanis dan Inovasi Sosial Safeguarding Policy and Code of Ethics

I. Whistleblower Identity

Name	
Gender identity	
Date of birth/age	
Relationship between the Complainant and the alleged victim	
Contact number	
Address	

II. Identity of the Reported/Assumed Perpetrators

Name	
Gender identity	
Date of birth/age	
Relationship between the reported/alleged perpetrator and the victim	
Address	

III. Identity of the alleged victim

Name	
Gender identity	
Date of birth/age	
Address	

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**IV. Case Chronology**

Case Type	<p>Circle/cross one or more of the case types in the list below or write it down if it is not listed below:</p> <ul style="list-style-type: none"> <li>▪ Physical abuse</li> <li>▪ Psychic abuse</li> <li>▪ Sexual violence</li> <li>▪ Economic exploitation</li> <li>▪ Sexual exploitation</li> <li>▪ Discrimination</li> <li>▪ Bullying</li> <li>▪ Abuse of power</li> <li>▪ Neglect</li> <li>▪ Sexual harassment</li> <li>▪ Misuse of personal data</li> <li>▪ Retrieval and use of communication media without consent</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>
Day and date of the case	
Time of case occurrence	
Place where the case occurred	
Case witness	
Case chronology	
Supporting Evidence	