

Safeguarding Policy:  
Protection from all forms of abuse,  
exploitation and harassment, including PSEA



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## Policy Statement

Our mission is to provide immediate help, preventing the death and suffering of civilians, as well as to provide the development aid that gives the prospects of achieving a higher economic and social level, as well as ensuring sustainable development and care for the natural environment around us.

We believe that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation, including protection from sexual abuse, exploitation and harassment. HumanDoc has zero tolerance for sexual abuse, exploitation and harassment in our work.

HumandDoc Foudation takes all possible steps to prevent any harm occurring the recipients of aid from all foundation's staff, volunteers and partners delivering it and to respond appropriately when harm occurs.

## Definitions

**Abuse** – when someone uses their behavior or influence over another person to cause harm or to exert power over them, especially when that behavior is repeated regularly. Abuse can come in many forms, such as: physical or verbal maltreatment, injury, assault, violation, unjust practices or other types of aggression.

**Harm** – physical or other injury or damage.

**Exploitaion** - a situation in which somebody treats somebody else in an unfair way, especially in order to make money from their work.

**Neglect** - to not give enough care or attention to people or things that are someones responsibility.

**Sexual abuse** – actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It includes sexual slavery, pornography and sexual assault.

**Sexual exploitation** - actual or attempted abuse of a position of vulnerability, power, or trust, to obtain sexual favours, including but not only, by offering money or other social, economic or political advantages. It includes trafficking and prostitution for sexual purposes.

**Sexual harassment** - any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation. When such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident. Examples of sexual harassment (non-exhaustive list) include: attempted or actual sexual assault, including rape; sharing or displaying

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sexually inappropriate images or videos in any format; sending sexually suggestive communications in any format; sharing sexual anecdotes or jokes; making inappropriate sexual gestures; unwelcome touching; repeatedly asking a person for dates or asking for sex; rating a person's sexuality; making sexual comments about appearance, clothing, or body parts; making derogatory or demeaning comments about someone's sexual orientation or gender identity.

### Guiding principles of protection of sexual exploitation and abuse (PSEA):

- Sexual exploitation and abuse and sexual harassment are a serious misconduct and are therefore grounds for disciplinary action including summary dismissal, and criminal proceedings.
- Exchange of money, employment, goods, assistance or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual activity with children (persons under the age of 18) is prohibited, regardless of the local age of consent or majority. Mistaken belief in the age of a child is not a defence.
- Any sexual relationship between HumanDoc staff and a person benefitting from our humanitarian assistance and protection that involves improper use of rank or position is prohibited.
- Staff of HumanDoc Foundation have a duty to report any instance where they may suspect or detect signs of sexual exploitation and abuse by a fellow worker.
- HumanDoc Foundation will protect people who report sexual abuse and exploitation and will make all effort to create and maintain an environment that prevents sexual exploitation, abuse and sexual harassment.

### HumanDoc's Commitment

The purpose of this Policy is to protect all individuals who come into contact with HumanDoc Foundation through its work, including programme participants, staff, associated personnel and partners from any form of harm, abuse, neglect, exploitation and harassment, including sexual abuse, exploitation and harassment. In order to fulfil the guiding principles and implement the policy, HumanDoc will undertake adequate prevention, reporting and response measures.

The Safeguarding Policy applies to all staff, associated personnel, volunteers and partners working with HumanDoc Foundation.

### HumanDoc staff, associated personnel and partners we work with are obliged to:

- Uphold the highest standards in compliance with this Policy in order to protect each other and programme participants. This includes creating and maintaining an environment that

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prevents all forms of harassment, abuse and exploitation, including sexual abuse, exploitation and harassment.

- report incident or concern even if it is a suspicion of harm or abuse covered by this policy.
- Design programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with HumanDoc Foundation. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Undertake risk in programmes to identify especially areas of sexual abuse and exploitation risks, ensure mitigation measures are taken and implemented, and undertake programme activities in a way that protects people from harm that may arise from their coming into contact with HumanDoc Foundation.

### Prevention

#### Awareness

- we will ensure that all our staff, associates, and partners are aware of and adhere to the provisions of this Policy;
- for children and young people with which we engage, work or are in contact, we have created the separate Policy on Child Safeguarding to ensure they have the confidence and ability to report any incidents occurring against them;
- we will ensure that all staff members, associated personnel and programme participants will have access to this Policy and information by: translation the Policy to relevant languages of programme participants, displaying posters at community centres; posting information on HumanDoc website and social media.

#### Capacity Building:

- we will ensure the staff and associated personnel is trained to be able to appropriately prevent, detect, report and respond to any concerns related to this Policy;
- we will develop the capacity of all who work with our foundation to appropriately prevent, detect, report and respond to any concerns related to this Policy.

#### Informed Consent:

- we will provide all programme participants with all necessary details to make an informed decision regarding their participation in programmes and activities, including any voice recordings, video or photographs (including how and where these will be used). Participation and/or usage of information and/or images will take place after consent is obtained.

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### **Working with partners:**

- we will carry out a risk assessment to ensure that our partners meet the requirements for safety and protection against all forms of abuse, exploitation and harassment, including sexual abuse.

## **Reporting**

Anyone can report violation of this Policy, in particular HumanDoc staff members and associated personnel, programme participants, partner staff, community members, other aid workers.

### **How to report?**

There are various ways to report:

- by an e-mail to the address [feedback@humandoc.pl](mailto:feedback@humandoc.pl);
- through information left in marked boxes located in all centers of the Foundation (addresses can be found on the website: [www.humandoc.pl](http://www.humandoc.pl))
- through the line manager of the staff;
- through QR code, which can be found on posters and on the Foundation's website: [www.humadoc.pl](http://www.humadoc.pl).

### *Anonymous reporting*

It is possible to make an anonymous report. Just be aware that we may not be able to take further action. You should therefore provide as much information as possible, including the location of the alleged incident, the name of the alleged perpetrator, the date and time of the incident.

The mailbox: [feedback@humandoc.pl](mailto:feedback@humandoc.pl) is monitored only by two people in the Foundation, a member of the board and a person designaed by the board.

## **Reponse**

All reports made to HumanDoc Foundation will be treated with due attention, respecting the principle of confidentiality.

Upon receipt of the notification on sexual abuse, exploitation or harassment concern, the person, if needed and wished, will be referred to organizations who are helping survivors.

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HumanDoc Foundation will provide support to staff, associated personnel or programme participants who report safeguarding concerns and/or involved in an investigation. This support will be survivor-centred and respect the survivor's wishes and requests, as well as confidentiality and safety.

Once the relevant information has been collected, the notification may:

- be dismissed, in view of the clarification of the matter at the level of the preliminary assessment;
- be subject to a further investigation.

### **Investigation**

The investigation will be carried out by a team (two or three members) in order to maintain objectivity and independence and ensure "do not harm" and survivor-centred approach:

- safety and non-discrimination of the person;
- respect by treating survivors with dignity, ensuring their participation, and respecting their decisions;
- confidentiality by respecting survivors' right to privacy and ensuring that any information about them should only be shared with their informed consent and on "need to know" basis.

An investigation may be concluded by:

- exoneration of the suspect;
- administrative proceedings, if such circumstances arise.

If the report concerns the commission of a crime according to the local law, the case will be forwarded to the appropriate authorities. Regardless, the Foundation will also conduct its own investigation into the case.

The reporting person will be informed of the termination of the case (but not necessarily of the outcome).

## **Monitoring the application of the Policy**

- The Foundation's Board of Directors personally, or their designee, is responsible for monitoring the implementation of the Policy, for responding to signals of violations of the Policy and maintaining a register of reports, and for proposing changes to the Policy.
- A survey monitoring the level of implementation of the Policy will be conducted among HumanDoc staff once every 12 months. The template of the survey is attached as Appendix 1

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- to this Policy. In the survey, staff may propose changes to the Policy and indicate violations of the Policy in the organisation.

**Final provisions**

- The Safeguarding Policy comes into force on 15 February 2024.
- It is promulgated in a manner that is accessible to Foundation staff and others, in particular by sending its text electronically and by posting it on the website and displaying it in a prominent place in all Foundation's centers.

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## **Appendix 1: Monitoring of the Policy - questionnaire**

1. Do you know the content of the Safeguarding Policy document?
2. Do you know how to respond to abuses contained in the Policy?
3. Have you ever observed a breach of the principles contained in the Policy by another member of staff (employee, colleague, intern, volunteer or member of the organisation)
  - a. If yes - what policies were violated? (descriptive answer)
  - b. Have you taken any action: if yes - what action, if no - why? (descriptive answer)
4. Do you have any comments/amendments/suggestions regarding the Safeguarding Policy?  
(descriptive answer)