

# Behavioural Protocols for Sambhali Staff



This policy applies to all staff, volunteers, interns, consultants, visitors, donors and sponsors of Sambhali Trust.

It is expected that everyone is treated with respect and dignity at all times. Inappropriate behavior towards anyone else, including but not limited to behaviour that is abusive, sexually provocative or demeaning will not be tolerated. An investigation will be undertaken if such behaviour is suspected.

Sambhali Trust does not believe in violent or humiliating forms of discipline. If there is a problem with anybody within the organisation, the problem will be discussed with the person directly and an appropriate solution implemented.

Please take care to uphold Sambhali's respectability both in person and online. Deliberately maligning the name of Sambhali could adversely affect the lives of the hundreds of women we help each year. Any attempt to discredit the Trust will be investigated and dealt with in an appropriate manner.

## **Protection policy**

Sambhali Trust tries to minimise and manage any potential harm to the women and girls we work with and their safety is our first concern.

If you have a criminal conviction or are not allowed to work with children, you must inform Sambhali Trust straight away and you will not be allowed to work with the organisation.

Whenever possible, you must ensure that you are not the only adult working in proximity to the women and girls, please always ensure another adult is present.

You should try and be a good role model to the women and girls, under no circumstances should you shout, smack or use bad language towards them. You should try and avoid close contact where possible, although this can be difficult, instead of a hug, could you shake hands with the women and girls instead.

No woman or child is to be engaged in any form of sexual activities or acts. Adults will always be responsible for their behavior and cannot blame the child even if the child 'provokes' or acts in a 'seductive' way. Sleeping close to unsupervised children will not be allowed unless absolutely necessary.

Where children are placed in communities, there will be careful screening and training of foster parents to ensure safe and adequate care is provided. Computers, mobile phones, video and digital cameras should be used responsibly, never to exploit or harass children or to access child pornography.

Use of the women's and girl's images and personal information for promotion, fundraising and development education must follow the following procedures and guidelines.

When photographing or filming the women and girls for work related purposes, Sambhali Trust must:

- Obtain consent from the individual and/or their parent or guardian before photographing or filming them. How the photograph or film will be used must be explained to the individual.
- Ensure photographs, films, videos and DVDs present the women and girls in a dignified and respectful manner and not in a vulnerable or submissive manner. They should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

If any of the above procedures are not followed, an investigation will take place and if the individual is found to be guilty they will be disciplined and this may include being asked to leave Sambhali Trust and/or Police involvement.

Communities and other organisations that Sambhali Trust works with will be informed of this policy and asked to follow the same guidelines.

All complaints and reports of inappropriate behaviour will be taken seriously and encouraged. No matter the outcome of the investigation, the staff, volunteers, interns, consultants, visitors, donors and/or sponsors who provide this information will never be disciplined for reporting suspicious behaviour, unless it was provided with malicious intent.

How to report suspicious behaviour and steps that will be taken

- Immediately report concerns or suspicions of inappropriate behaviour towards anyone, including the women and girls we work with. This should be reported to Govind Singh Rathore (Founder and Managing Trustee), the Volunteer Coordinator and/or an adult who you feel comfortable providing this information to.
- Govind Singh Rathore (Founder and Managing Trustee) must be informed immediately of an accusation or suspicion and it will be decided who else in the organisation needs to know as the investigation is undertaken and if external involvement is required. Police and media involvement will be decided on a case by case basis.
- Both victim and perpetrator will be treated with respect from the start of the process to the end and an innocent until proven guilty approach will be undertaken.
- Both sides of the story must be heard and believed unless proven otherwise. Consideration will be made if any further protection is required for the victim while the investigation is undertaken.
- Records will be made of all facts related to the investigation and will be carefully and confidentially filed.
- Dependent on the extent of the accusation, if the individual is foreign, the relevant Embassy may need to be informed and involved.

Dependent on the outcome of the investigation, a number of steps will be taken. These can include discipline, the individual being asked to leave Sambhali Trust and/or Police involvement.

Please sign the below, agreeing that you have read the above policy and accept the terms and conditions within. By signing this policy, you agree that you will follow the policy and understand that action will be taken in cases of inappropriate behavior.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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