CARE International Safeguarding Policy

1. Policy Statement

At CARE International (also referred to as CARE), we promote human dignity and social justice in everything we do. Our work focuses on supporting marginalized communities with respect and dignity. We believe that a strong organizational culture and clear accountability is key to creating a safe, supportive environment for program participants, communities, CARE Employees, Related Personnel, and partners.

At CARE, we believe everyone has the right to be safe and live without harm. This Safeguarding Policy reflects CARE's commitment to upholding its duty of care toward everyone who works with and for CARE, and to protecting them, from all forms of abuse. This includes sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse.[1] We understand that risks of exploitation, such as human trafficking and modern slavery, can also be linked to safeguarding.[2]

We recognize that there can be power imbalances between CARE Employees and Related Personnel and the people we work with, as well as within CARE itself. We are responsible for building, and fostering, a culture of safety and accountability, and for creating a safe and respectful work environment where power is never used to harm others.

CARE has a zero-tolerance approach to all forms of harm, abuse or exploitation. We do not accept any harmful behavior by CARE Employees, related personnel, or partners – at any time, whether at work or outside work, and whether in-person or online. Some people face higher risks, especially women, people with disabilities, vulnerable adults, and children. We take our responsibility to keep children safe seriously and are committed to strong child safeguarding across all our work.

All CARE Employees and Related Personnel must report any safeguarding concerns, suspicions or incidents immediately, and no later than one working day. CARE wants to know when any CARE Employee or Related Personnel is not following our Safeguarding Policy or Safeguarding Code of Conduct. We take all reports of abuse and misconduct seriously, including sexual harassment, exploitation and abuse, physical or emotional abuse, neglect, and child abuse. We will protect anyone who reports concerns in good faith. CARE will review all reports carefully and investigate when needed. Behavior by CARE Employees and Related Personnel that contradicts this Policy or Code of Conduct, may lead to disciplinary action, including dismissal. When appropriate and based on risk, we will also inform law enforcement and relevant authorities.

This Policy takes a risk-based and victim/survivor-centered approach to preventing and responding to harm. This means we put the needs and wishes of people who have experienced abuse at the center of how we respond and investigate. We treat all victims/survivors with dignity and respect, protect their privacy and prioritize their access to support. When the person affected is a child, we use a child-centered approach that focuses on the child's best interests, rights, safety and well-being. We also learn from the experiences of victims/survivors to strengthen how we prevent harm in the future.

2. Scope of Application

This policy applies to all CARE Employees and Related Personnel:

- **CARE Employees** includes: all employees of any CARE International entity: CARE International Secretariat, CARE International Members, Candidates, and Affiliates, and all offices under the

[1] This policy should be read together with CARE's Safeguarding Definitions, which define the safeguarding terms included in this policy.

[2] Human trafficking and modern slavery concerns that indicate potential harm, coercion, abuse or exploitation involving CARE Employees and related personnel, or program activities, must be reported and managed through CARE's safeguarding mechanisms, in addition to any actions required under any CARE entity's modern slavery policies and legal obligations within national and international contexts.

responsibility of such CARE entities (i.e. regional/sub-regional offices, country offices, fundraising/advocacy offices), and wherever CARE has any form of engagement/activity;

- **Related Personnel** includes: board members, volunteers, interns, visitors, consultants, vendors, individual and corporate contractors, community volunteers and incentive workers. Related Personnel also includes employees and individuals from non-CARE entities that have entered into partnership, sub-grant or sub-recipient agreements with CARE.[3]

This Policy and the Safeguarding Code of Conduct apply at all times, in-person and online, and during and outside work hours. Actions taken by CARE Employees and Related Personnel outside of working hours that are seen to contradict this Policy will be considered a violation of this Policy.

3. CARE's Safeguarding Commitments[4]

Organizational Culture, Leadership and Accountability

3.1 **CARE will create, promote and maintain a safe organizational culture for all people who work for and with CARE, including our partners, communities and program participants.** This includes having a safe environment to raise and address all concerns of abuse**.** CARE is committed to equal rights, freedom from discrimination and dignity, respecting all people who work for, and with, CARE to create an environment where it is safe to raise and address all concerns of abuse.

3.2 **CARE will develop safeguarding strategies to prevent and respond to all forms of abuse.** We will designate capacity, budget and resourcing in all areas and locations of recognized need.

3.3 **CARE will ensure strong oversight and accountability for safeguarding and clearly show its zero-tolerance approach to all forms of abuse.** We are committed to learning and improving how we prevent and respond to harm. We will do this by monitoring and reviewing our safeguarding work, listening to feedback from CARE Employees and Related Personnel, partners, program participants and communities we work with, and following best practice. We will be transparent about sexual misconduct within CARE and share our safeguarding efforts and learning to internal and external audiences, including with our governance bodies, staff, donors, partners, the wider sector, program participants and the communities where we work. We do this in an accountable, transparent and responsible way, always guided by our survivor-centered and risk-based approach.

People Management[5]

3.4 **CARE will only recruit and retain Employees, and only engage Related Personnel, who are aligned with our vision, mission, principles and values.** We will use robust safer recruitment practices for all vacancies, proportional to the level of risk associated with roles and activities. Roles with direct or sustained contact with children or vulnerable adults, or those in high-risk contexts, will require enhanced measures, such as in-depth reference checks and additional screening.[6] In compliance with applicable laws and practices, we will prevent known perpetrators of sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse, from being hired in CARE, or elsewhere. We will clearly state our zero-tolerance for abuse,

[3] Different considerations will arise regarding the enforcement of some of this policy and the principles for volunteers and incentive workers hired from communities with whom we work. While all forms of abuse and the misuse of humanitarian assistance will always be prohibited, as expressly set forth in this policy, discretion may need to be used in the application of the Safeguarding Code of Conduct regarding sexual relationships for this category of worker. See Annex A CARE's Safeguarding Code of Conduct.

[4] The commitments are based on, and further extend, the commitments defined within the Statement of Commitment Relating to Sexual Exploitation and Abuse by UN and non-UN Personnel, August 2008, updated in 2011, which CARE endorsed.

[5] See safer recruitment guidance as per section 6 below for details on expected safer recruitment practices within CARE.

[6] Where legally possible, CARE entities will implement the Misconduct Disclosure Scheme as part of its safer recruitment practices.

and every employee's safeguarding responsibility within all job adverts, position descriptions and employment contracts/agreements, including conditions of termination. Our leadership and management roles will have defined specific safeguarding responsibilities.

3.5 **CARE will ensure all new Employees and Related Personnel are aware of, have signed, and are oriented to our Safeguarding Policy and Safeguarding Code of Conduct.** The Policy, Safeguarding Code of Conduct, and CARE's expectations on preventing and reporting sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse, will be incorporated into contracts/agreements and orientations.

3.6 **CARE will raise awareness with, and provide training for, all Employees and Related Personnel on our Safeguarding Policy, Safeguarding Code of Conduct, and our multiple reporting mechanisms.** All personnel will complete mandatory safeguarding training (online or in-person) appropriate to their role and risk level, with annual refreshers and role-specific modules for those in high-risk positions. Training will cover prevention, conduct standards, child safeguarding, recognizing types of harm, responding to disclosures, reporting obligations, retaliation protections, victim/survivor-centered response and safer programming. Leadership will actively encourage reporting of misconduct to management, human resources teams, and through our global hotline, CARE Line (www.care.ethicspoint.com).[7]

3.7 **CARE will include safeguarding in performance management/feedback processes.** All Employees will demonstrate their commitment toward safeguarding, specifically adherence to safeguarding standards and reporting obligations, as part of their annual performance review. Leadership and management will demonstrate their efforts in creating and maintaining a safe and respectful environment as part of their performance reviews. Other employees may have specific duties relevant to this Policy which will also be recognized in the performance management process.

Partnerships

3.8 **CARE will promote and require safeguarding with partners.** CARE will work with partners to evidence good safeguarding practice and will undertake safeguarding assessments as part of due diligence processes when considering new, and reviewing existing, partnerships. We will seek partners who share a commitment to social justice and equality, have compatible values and a similar approach to safeguarding their staff and program participants, as well as being suitable to fulfill shared programming interests. In addition to due diligence, we will include in our agreements/contracts with partners, and sub-grant/sub-recipients:

a) our Safeguarding Policy and Safeguarding Code of Conduct;

b) an outline of reasonable due diligence and monitoring procedures of its sub-grantees/sub-recipients consistent with this Policy;

c) the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to abide by a Code of Conduct that is consistent with CARE's Safeguarding Policy and Safeguarding Code of Conduct (where a partner doesn't have a safeguarding policy that is consistent with CARE's, they may choose to adopt CARE's, or develop their own which meets CARE's standards); and

d) a statement that the failure of those entities or individuals, as appropriate, to take risk-based preventive measures against all forms of abuse including sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse, to investigate and report

[7] Reports to CARE Line can be made anonymously

allegations immediately to CARE, within one working day, and to take corrective actions when any form of abuse has occurred, shall constitute grounds for CARE to terminate such agreements.

3.9 **CARE will work with partners to co-create and jointly strengthen our shared safeguarding capacity, knowledge and skills to fulfill responsibilities consistent with this Policy.** With partners and local communities, we will jointly assess risks and co-create prevention and response strategies and approaches that are culturally and contextually appropriate. Tailored and proportionate capacity support will be included, where necessary, to ensure all partners meet safeguarding requirements equivalent to those outlined in this Policy, robust recruitment, risk-based measures, safe program implementation, and response and follow up to reports of abuse. CARE will monitor partner action plans through meetings, visits and periodic reviews.

3.10 **CARE will ensure that our partners complete annual refresher safeguarding training** focused on conduct standards, reporting, child safeguarding, retaliation protections and survivor support, consistent with donor terms.

3.11 **CARE will collaborate and work in partnerships on safeguarding.** We work with communities, other organizations, donors, governments, global civil society networks and local partners, to demonstrate accountability, advance our practices, and contribute to wider efforts to prevent and respond to sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse.

Embedding Safeguarding in our Programs[8]

3.12 **CARE will include safeguarding measures into program design and throughout the project cycle as part of our Safer Programming approach.** This includes allocating appropriate resources and working closely with partners and program participants across design, implementation, monitoring, evaluation and close-out.

3.13 **CARE will undertake safeguarding assessments to identify risks of sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse.** Assessments must reflect local context and national laws and include risk identification, mitigation strategies proportionate to level of contact with children and vulnerable adults, and investigation procedures with designated responsibilities and timeframes. All programs will assess and mitigate child safeguarding risks, recognizing that children may be program participants or accompanying their parents, caregivers, or siblings.

3.14 **CARE will ensure that multiple mechanisms for reporting sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse are accessible, confidential, inclusive, available in local language(s) and sensitive to the differing needs and capacities of anyone wishing to report.** We will involve program participants in the design, monitoring and evaluation of feedback and accountability mechanisms. Where CARE has contact with children, we will ensure that child-friendly reporting mechanisms are available. CARE will raise community awareness on the expected behaviors of our Employees and Related Personnel, their right to be safe and to participate in decisions impacting them, and how to report misconduct. Reporting mechanisms will be regularly reviewed to ensure effectiveness. Anyone responsible for receiving sensitive reports will be trained in how to respond, in a safe and confidential manner. We will be transparent with victim/survivors around any obligations or actions that may need to be taken in response to their report, including referral to third parties. All actions will be informed by our survivor-centered approach and will include an assessment of risk to all those involved.

[8] CARE Shares Safeguarding Hub - Safer Programming

Response and Follow Up to Reports

3.15 **CARE will ensure all safeguarding concerns are reported within one working day through designated reporting mechanisms.** Reports will be managed confidentially, with timely, victim/survivor centered and trauma-informed responses, with clear escalation pathways.

3.16 **CARE will provide support and assistance to anyone who has experienced sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, or child abuse perpetrated by a CARE Employee or Related Personnel.** All CARE offices will map support services and referral pathways. Support options may include medical treatment, legal assistance, and psycho-social support. Our support and assistance will be informed by a victim/survivor-centered approach, feasibility, and an assessment of risk to all those involved. Psycho-social support will also be available, if needed, to anyone who reports misconduct.

3.17 **CARE will take all appropriate actions to protect persons from retaliation where allegations of sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, or child abuse involving CARE Employees or Related Personnel are reported in good faith.** We will maintain confidentiality to protect anyone reporting in good faith and throughout investigations. CARE has a zero-tolerance approach to retaliation toward any person who reports misconduct.

3.18 **CARE will ensure that all allegations of sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse by CARE Employees and Related Personnel are thoroughly examined, risk-assessed, and where needed, investigated and/or referred to another agency for investigation, or reported to law enforcement.**[9] CARE's investigations will be conducted in a timely, safe, and professional manner by those with appropriate training and experience. Where children are involved, investigations must only be conducted by a person trained and experienced in conducting child safeguarding investigations. Child protection principles, including best interests of the child, must guide decision-making, in line with international standards,[10] and with the support of Child Protection Specialists. All investigations will be informed by victim/survivor-centered approaches,[11] sensitive to the needs of all people, and where applicable child centered.

3.19 **CARE encourages staff and Related Personnel who witnessed an incident to participate in investigations.** All actions will be informed by a feasibility and risk assessment to all those involved.

3.20 **CARE will take swift and appropriate action with any Employee or Related Personnel who violates this Policy or the Safeguarding Code of Conduct.** During an investigation, CARE may implement administrative actions such as suspension, or transfer to other duties. Following the conclusion of an investigation, disciplinary action may be taken up to and including dismissal. Other actions may include legal action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution in the abuser's country of origin as well as the host country. Each

[9] Before reporting to law enforcement, a comprehensive risk assessment must be carried out, based on the principle of 'do no harm' and no action should place the victim/survivor, reporter, witnesses or other people at risk of further harm.
[10] Child Protection Minimum Standards - https://alliancecpha.org/en/CPMS_home
[11] Where the victim/survivor does not consent to participating in the investigation process, the decision to proceed, or not, must be assessed against the risk that the alleged perpetrator/subject of complaint may pose to others within CARE, our program participants, and the communities where we work. Having assessed the risk and, if concluded that an investigation is required, the victim/survivor must be fully informed of this decision and every effort made to protect their identity. If it is not possible to proceed with an investigation due to risk to the victim/survivor, alternative actions may be also considered, such as monitoring closely the alleged perpetrator, moving them to a role that does not bring them into contact with vulnerable or at-risk communities and individuals, and conducting awareness raising activities to see if any further reports are made. All decisions must be comprehensively risk-assessed, documented and agreed with senior management. This is based on recognized sector-wide good practice, and from guidance in the CHS Foundation Paper 'Victim/survivor-centered approach to protection from sexual exploitation, abuse and harassment' (2023)

CARE office must have procedures for responding to and following up reports of misconduct based on their national employment and criminal laws.

4. CARE's Safeguarding Code of Conduct[12]

CARE's capacity to achieve its Vision and Mission relies on the individual and collaborative efforts of all CARE Employees and Related Personnel. To this end, all CARE Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by CARE's codes of conduct and policies. This Policy defines the safeguarding conduct to be followed by all CARE Employees and Related Personnel to protect people from all forms of abuse, including sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse.

The Safeguarding Code of Conduct sets out the values, principles and behaviors that CARE Employees and Related Personnel are expected to commit and hold themselves accountable for. It guides decision-making that reflects CARE's values and broader Code of Conduct, online and in-person, and during and outside work hours. Any violation of the Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each CARE entity and applicable laws. All CARE Employees and Related Personnel must read and sign the Safeguarding Code of Conduct.[13] (Annex A).

5. Responsibilities

5.1 All CARE Employees and Related Personnel

All CARE Employees and Related Personnel must prevent, report and respond to sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse. All CARE Employees and Related Personnel must uphold CARE's Safeguarding Policy and Safeguarding Code of Conduct, online and in-person, and during and outside working hours. All CARE Employees and Related Personnel must read this Policy, sign the Safeguarding Code of Conduct, and participate in safeguarding training and refresher courses.

5.2 Directors, Managers, Supervisors and Human Resource Managers

Directors, Managers, Supervisors and Human Resource Managers are responsible for creating and fostering a safe, respectful and accountable organizational culture that prevents abuse. They are responsible for ensuring all staff understand and follow CARE's Safeguarding Policy and Safeguarding Code of Conduct, including signing the Code of Conduct. Human Resource Managers are also responsible for robust safer recruitment practices. Directors, Managers and Supervisors are responsible for providing thorough safeguarding orientation, and ongoing awareness and sensitization to this Policy and Safeguarding Code of Conduct. Managers must support safe reporting and handling of safeguarding concerns, making sure they are escalated in line with CARE procedures. Where employees have specific safeguarding responsibilities, managers must ensure they have the required experience, training, resources, and support, and that these responsibilities are reflected in performance reviews.

[12] The Safeguarding Code of Conduct is based on, and further extends, the six Core Principles from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13), and the UN Convention on the Rights of the Child (1989)

[13] Employees and individuals that have entered into partnership, sub-grant or sub-recipient agreements with CARE may instead sign their employer's code of conduct and standards if they are consistent with the commitments within the CI Safeguarding Policy.

5.3 Country Directors/Representatives

Country Directors or Representatives are accountable for safeguarding within the Country Office they manage. They are responsible for planning, resourcing and providing clear guidance for implementing, monitoring and reporting on the Safeguarding Policy and Code of Conduct across their office(s), programs and projects. This includes taking timely and appropriate action following investigations where breaches of this Policy and Code of Conduct are found.

Country Directors, with support from respective Lead Members and CARE Member Partners, are responsible for ensuring that safeguarding is sufficiently resourced. Country Offices must have designated, trained safeguarding staff. Where the Country Office does not have designated safeguarding personnel, Country Directors are responsible for allocating adequate time and support to focal points to fulfill safeguarding responsibilities under this Policy.

5.4 National Directors of each CARE International Member and Affiliates[14]

The National Directors of CARE Members and Affiliates are responsible for resourcing and implementing this policy and for providing leadership that promotes a safe and respectful organizational culture, with zero-tolerance for all forms of abuse. National Directors are responsible for integrating this policy into their own codes of conduct and organizational frameworks, defining and resourcing safeguarding strategies, and monitoring and reporting on performance against this Policy, including to their Boards.

National Directors of Lead Members are also responsible for supporting Country Offices to meet safeguarding requirements, including resourcing investigations, facilitating survivor support, and overseeing reporting and accountability processes.

5.5 CARE International Secretariat

The CARE International Secretariat is responsible for coordinating oversight of this policy and working in collaboration with CARE Member, Affiliate and Candidate safeguarding focal points. The Secretariat will review and update the Policy as per the timeframe in this Policy. The CARE International Secretariat will monitor and report on performance against this Policy utilizing standardized data to support global accountability.

5.6 CARE Boards

All CARE Boards must have oversight of the CI Safeguarding Policy. Board Members are responsible for ensuring that adequate measures are in place to meet the commitments articulated in this policy. Boards must require from leadership regular reporting on policy implementation, safeguarding risks and incidents, to enable them to carry out their duties of providing guidance, oversight and accountability.

This Policy reflects CARE's accountability to the communities it works with and is implemented as part of the broader CARE International Accountability Framework.

6. Associated Policies, Protocols and Guidance

This policy is complementary to, and should be read alongside, the set of standards of behavior and related policies that all CARE Employees are required to adhere to including:

- CARE International Code of Conduct and Code of Ethics
- CARE International Stories and Images Consent Policy

[14] CARE Candidates remain under the overall responsibility of the respective CARE Member regarding this policy.

- Any further codes, policies or procedures defined by the independent employers within CARE International, including CARE International Secretariat, CARE International Members, Candidates, and Affiliates, and CARE International Regional and Country Offices.

The following protocols, guidance and resources are relevant to fulfillment of this policy:

- CARE International Protocol for handling SHEA-CA reports between CI entities
- CARE's Safer Recruitment Guidance
- CARE's Safer Programming Toolkit
- CARE's Safeguarding Definitions
- CARE Academy Safeguarding training
- CARE Academy Safer Programming Training

For all relevant policies and resources, see CARE's internal knowledge management site, *CARE Shares – Safeguarding Hub* (only accessible to employees).

ANNEX A – CARE International Safeguarding Code of Conduct

CARE can only achieve its Vision and Mission through the efforts of all its Employees and Related Personnel. Everyone is expected to act in a professional and ethical way and follow CARE's codes of conduct and policies.

The Safeguarding Code of Conduct [1] establishes the values, principles and behaviors that CARE Employees and Related Personnel are expected to follow, online and in-person, during and outside work. It also serves as a framework, alongside the CI Safeguarding Policy, for CARE entities to investigate safeguarding concerns. Any violation of the Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, including dismissal, in accordance with the disciplinary procedures of each CARE entity and applicable laws. All CARE Employees and Related Personnel must read and sign the Safeguarding Code of Conduct.[2]

As a CARE Employee or Related Personnel, ***I will –***

1. create and maintain a safe and equitable organizational culture that prevents, opposes, and combats sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse.
2. treat everyone with dignity and respect and challenge attitudes and behaviors that contravene the CARE International Safeguarding Policy and Safeguarding Code of Conduct.
3. immediately, within one working day, report any concerns I have regarding possible violations of CARE International's Safeguarding Policy and Safeguarding Code of Conduct. I understand that failure to report any concerns may lead to disciplinary action and that malicious reporting is a violation of the CARE International Safeguarding Policy and may lead to disciplinary action, including dismissal.
4. maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information. I understand that I am violating this policy if I carry out any investigations when this is not in my job description.
5. fully cooperate in any investigation where it has been alleged that I have violated the CARE International Safeguarding Policy or this Code of Conduct.
6. disclose to CARE any civil judgment or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse, physical and emotional abuse, neglect, and child abuse.
7. ensure there are always two or more adults present if I am ever responsible for planning, running or being present for activities involving children or vulnerable adults, online or in person. I will not be alone with program participants, either online or in person, and will ensure another adult is within sight or hearing of program activities.
8. ensure that CARE Employees and Related Personnel are accommodated separately from anyone we are supporting through our programming.
9. only photograph, film or interview anyone, whether a child or adult, when explicitly tasked, as part of my role, using a CARE device, and with the approval of management, adhering to, all requirements in CARE International's Stories and Images Consent Policy.
10. manage resources safely, including devices, computers, cameras, mobile phones, or personal or professional social media accounts, making sure they are password protected and secure.
11. participate in all mandatory Safeguarding training(s).

[1] The Safeguarding Code of Conduct is based on, and further extends, the six Core Principles from the UN Secretary General's Bulletin on Special Measures for the Prevention from Sexual Exploitation and Abuse (ST/SGB/2003/13), and the UN Convention on the Rights of the Child (1989)

[2] Employees and individuals that have entered into partnership, sub-grant or sub-recipient agreements with CARE may instead sign their employer's code of conduct and standards if they are consistent with this Safeguarding Code of Conduct.

12. abide by all applicable laws where I work, including child labor laws.

13. actively identify and raise safeguarding risks in the design, implementation and monitoring of programs, and follow CARE's Safer Programming guidance.

14. support community members and program participants to access CARE's feedback and reporting mechanisms, and never discourage, intimidate or penalize anyone for raising a safeguarding concern.

As a CARE Employee or Related Personnel, ***I will not –***

15. act in any way that violates CARE International's Safeguarding Policy or Code of Conduct, putting CARE's program participants, community members, employees, partners, or related personnel at risk of harm or abuse.

16. sexually harass, exploit, or abuse anyone, including CARE program participants or their family members, children, or others, either online or within the communities where CARE works. I am aware that such behavior is prohibited, and in some cases, particularly where children are involved, is illegal. I understand I must declare any previously existing relationships or activity with program participants to my line manager or HR manager. I will seek guidance on this prohibition from appropriate management.[3]

17. engage in any behavior - online or in person - that constitutes, or could be perceived as, grooming.

18. engage in any form of sexual activity or develop physical or sexual relationships with children (persons under the age of 18) regardless of the age of consent locally. I understand that ignorance or mistaken belief in the age of a child is not a defense.

19. exchange, or imply the exchange of payment, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, including sextortion. I understand this means I will not exchange money, resources, or special favors/assistance for sex from anyone at any time.

20. initiate, pursue or engage in a sexual, romantic or intimate relationships with program participants, community members, or anyone connected to CARE's work, where my status, access, authority, influence or role could create real or perceived power imbalance. This includes relationships that arise through my role with CARE, relationships in high-risk operational settings, and relationships where I am working outside my home community or country. If I am part of the same community and have a pre-existing sexual or romantic relationship, or if a relationship has not arisen through my role with CARE, I must declare this to management so that any actual or perceived safeguarding risk can be assessed and managed. Under no circumstances are any sexual activities with a child allowed.

21. support or take part in any form of sexually exploitative or abusive activities, or harmful practices including, viewing, possessing, producing or distributing indecent images of children, human trafficking, Female Genital Mutilation, child marriage and forced marriage.

22. allow children into a private residence that are unaccompanied by a parent/guardian/caregiver unless they are at immediate risk of injury or danger.

[3] CARE sometimes engages community volunteers and incentive workers and recognizes that in these circumstances there may be existing sexual relationships between such volunteers and incentive workers with other community members and program participants, including child marriage, that would violate this policy. Information and disclosure of existing sexual relationships/marriages must be made prior to appointment of community volunteers and incentive workers and if/when considering entering into a sexual relationship/marriage once already engaged with CARE. Confidential records must be retained by management.

23. sleep near unsupervised children unless necessary, in which case I will seek my supervisor's permission, ensure the reason and permission is documented, risk assessed and that there is another adult present.
24. hire children for domestic or other labor, which is inappropriate given their age or developmental stage, and interferes with their time available for education and recreational activities, or places them at significant risk of injury or exploitation.
25. use language or behavior that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate, whether it be in-person or online.
26. place any person in unsafe conditions, including unsafe program locations or unsafe structures.
27. do things of a personal nature for a child or anyone CARE is working with that they can do for themselves, including bathing and toileting.
28. engage in behavior that physically punishes, shames, humiliates, belittles, or degrades a child or adult, or exposes any person to abuse or violence.
29. supply alcohol or other harmful substances to children or vulnerable adults.
30. take photographs, make films or audio recordings of children and vulnerable adults unless I am required to do so as part of my work duties and I have obtained documented approval from my manager along with informed consent from the subject.
31. communicate privately with children or adults from the community I have met through my work with CARE, and never from a personal device or a personal social media account. If, under exceptional circumstances, I must communicate from a personal device or account, I will document and obtain approval from a manager.
32. share my personal details with program participants.
33. provide a reference for any former, or current CARE Employee or Related Personnel, unless it is explicitly part of my role (for example, Human Resources). Instead, I will share any request for a reference with HR colleagues so they can follow-up.
34. impersonate another individual online or create false or misleading accounts for the purpose of humiliating, degrading, exploiting or otherwise harming another person.
35. access, display or transmit (share) offensive, threatening, pornographic, and/or sexually exploitative material on any CARE-provided or subsidized electronic device (for example, computer, tablet, phone) at any time, or on any personal electronic devices on a CARE network or in the workplace. This also includes sharing intimate images or sexualized context with consent.