

CCFSA CLIMATE
CHANGE AND
FOOD
SECURITY
ASSOCIATION

Safeguarding Policy

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SAFEGUARDING POLICY

Member:	• all board members/trustees, board committee members • all association employees, secondees, interns and volunteers; and • all consultants/contractors/suppliers (including internal consultants with an association email address) • all association partners
Title:	Safeguarding Policy
Document type:	Policy
Date/version:	September 2024 / Version 1
Classification:	General Distribution
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Owned by:	Management Board
Reviewed and approved by:	Management Board
Next review date:	September 2025

1. Policy Statement

Climate Change and Food Security Association places human dignity at the center of its relief and development work. At the heart of the association's efforts to impact climate change and food security is its engagement with vulnerable communities. In the Climate Change and Food Security Association, we also recognize the particular responsibility we have to similarly promote human dignity and social justice within our own organization and maintain a safe and respectful workplace. We recognize the importance of organizational culture and accountability in creating a safe and supportive organization for our staff, our partners and the communities with whom we work.

In the association, we believe all people have a right to live their lives free from sexual harassment, exploitation and abuse, and that no child should be subjected to abuse of any form. We believe that sexual harassment, exploitation and abuse, and child abuse, are more likely to be exerted over particular groups of people due to inequalities and vulnerabilities, particularly those experienced by women, vulnerable adults and children. We recognize that there is unequal power between our Employees and Related Personnel and the people we partner and work with throughout our programs, and also between people within our organization. We expect that our power will not be used to advantage ourselves or cause harm to others.

We recognize that we have a responsibility to protect people we work with, and who work for us, and we will continuously strive to prevent sexual harassment, exploitation and abuse and child abuse from happening. We take seriously all reports of sexual harassment, exploitation and abuse, and child abuse. Our actions are informed by a survivor-centered approach which means that the needs and wishes of survivors guide our response, that survivors are treated with dignity and respect, and the rights of survivors to privacy and support are prioritized.

Climate Change and Food Security Association has a zero-tolerance approach toward sexual harassment, exploitation and abuse, and child abuse. We will carefully examine allegations and investigate, and take appropriate disciplinary action where this is needed, taking into consideration the rights and interests of the survivor, consistent with our survivor-centered approach. We make very clear that sexual harassment, exploitation and abuse, and child abuse in any form, perpetrated by our staff, partners or other related personnel, towards anyone, will not be tolerated.

2. Scope of Application

This policy applies to all our Employees and Related-Personnel:

- Our Employees include all employees of our workplaces;
- Related Personnel includes board members, volunteers, interns, visitors and consultants, in addition to individual and corporate contractors of these entities and related personnel.

The policy applies both during, and outside, normal work hours. Actions taken by Climate Change and Food Security Association Employees and Related Personnel outside of working hours that are seen to contradict this policy will be seen as a violation of this policy.

3. Climate Change and Food Security Association's Safeguarding Commitments

Organizational Culture, Leadership and Accountability

3.1 Climate Change and Food Security Association will make every effort to promote, create and maintain a safe organizational culture for all people who work for and with us, including our partners and the communities where we work. At all times, it is expected that Climate Change and Food Security Association's leaders will promote our safeguarding values by highlighting the organization's commitment to equality, diversity and respect for others. Climate Change and Food Security Association will create an environment where it is safe to address sexual harassment, exploitation and abuse, and child abuse.

3.2 Climate Change and Food Security Association will develop organization-specific safeguarding strategies, with appropriate levels of dedicated capacity and allocated resources at all levels of the organization, to prevent and respond to sexual harassment, exploitation and abuse, and child abuse.

3.3 Climate Change and Food Security Association will ensure high-level oversight and accountability around its safeguarding efforts. We will do this through monitoring and reviewing our safeguarding performance and seeking feedback from our Employees and Related Personnel, partners, program participants and communities where we work, on the effectiveness of our safeguarding measures. We are committed to continuous learning and improvement to prevent and respond to sexual harassment, exploitation and abuse, and child abuse. We will be accountable and transparent in communicating our efforts and progress to various internal and external audiences, including our governance and leadership structures, staff, donors, partners, the wider sector and communities. All information shared will be informed by a survivor-centered approach and risk assessment.

People Management

3.4 Climate Change and Food Security Association will seek to employ staff who are aligned with our vision, mission and values, and, in compliance with applicable laws, prevent known perpetrators of sexual harassment, exploitation and abuse and child abuse from being (re)hired or (re)deployed. We will incorporate appropriate job responsibilities in leadership, managers and other staff positions. Managers and Human Resource teams will ensure robust recruitment screening processes for all personnel, particularly for personnel who will have any direct or indirect contact with children and/or vulnerable adults. We may include in performance management/ feedback processes of senior managers, the adherence to create and maintain an environment which promotes this policy and Safeguarding Code of Conduct and to prevent sexual harassment, exploitation and abuse, and child abuse.

3.5 Climate Change and Food Security Association will ensure all personnel are aware of our Safeguarding Policy, our expected behaviors and conduct, and how to report wrongdoing by incorporating our expectations on the prevention of sexual harassment, exploitation and abuse, and child abuse in relevant codes of conduct, new employee orientations, awareness raising training and refresher courses, and through regular internal communications.

Partners

3.6 Climate Change and Food Security Association will promote and require safeguarding with partners. We will ensure adequate safeguarding assessments as part of due diligence processes when considering new and existing partnerships. We will choose our partners based on their commitment to social justice and equality, their organizational values, and how they safeguard their staff and program participants, as well as on their suitability to deliver the work we require of them. We will ensure that when engaging in partnerships, sub-grant or sub-recipient agreements, these agreements: a) incorporate this Policy as an attachment or otherwise implement reasonable due diligence and monitoring procedures of its sub-awards consistent with this Policy; b) include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to abide with a Code of Conduct that is pursuant to the standards of this Policy; and c) expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against sexual harassment, exploitation and abuse, and child abuse, to investigate and report allegations in a timely manner, or to take corrective actions when sexual harassment, exploitation or abuse, or child abuse has occurred, shall constitute grounds for Climate Change and Food Security Association to terminate such agreements. We will work collaboratively to build capacity in our respective organizations to achieve our safeguarding commitments. We will respect our partners, sub-grantees and sub-recipients and where possible and necessary, support them in having the skills and capacity to fulfil their responsibilities consistent with this policy. For vendors, consultants, independent contractors and the like, we may

incorporate this Policy as an attachment to any written agreement or otherwise develop a summary of the requirements contained in this Policy and the provisions noted in this section.

3.7 Climate Change and Food Security Association will collaborate on safeguarding within the sector, including with communities, other organizations, donors, governments, global civil society networks and local partners, to advance our practices and contribute to wider efforts to prevent and respond to sexual harassment, exploitation and abuse, and child abuse.

Embedding Safeguarding in our Work

3.8 Climate Change and Food Security Association will undertake safeguarding risk assessments to identify areas of safeguarding and sexual harassment, exploitation, and abuse, and child abuse risks, and document steps that are being taken to remove or reduce these risks.

3.9 Climate Change and Food Security Association will incorporate safeguarding measures into programs and throughout the project cycle. We will do this through our collaborative program design approach, including with our partners and program participants, at all stages to produce better design, monitoring and evaluation of safeguarding in our programs. We aim to identify and mitigate, or minimize, risks arising from our programs.

3.10 Climate Change and Food Security Association will ensure that multiple mechanisms for reporting sexual harassment, exploitation and abuse, and child abuse are accessible and sensitive to the differing needs of anyone wishing to report, including vulnerable adults and children most at risk of sexual harassment, exploitation and abuse, and child abuse, the communities we work with, our partners, and our Employees and Related Personnel. We will involve program participants in the design, monitoring and evaluation of community-based reporting mechanisms. We will include documented reporting procedures in relevant local languages. We will raise community awareness on the expected behaviors of our Employees and Related Personnel and on how to make a report. We will ensure that anyone responsible for receiving reports understands how to carry out their duties and handle them in a safe and confidential manner. We will be transparent with survivors around any obligations or actions that may need to be taken as a result of their report, including referral to third parties. All actions will be informed by an assessment of risk to all those involved.

Response and follow up to Reports

3.11 Climate Change and Food Security Association will provide support and assistance to complainants and to anyone who has experienced sexual harassment, exploitation and abuse, or child abuse by our Employees and Related Personnel. This may include legal assistance and psycho-social support. Our support and assistance will be informed by a survivor-centered approach, feasibility, and an assessment of risk to all those involved.

3.12 Climate Change and Food Security Association will take appropriate actions to the best of Climate Change and Food Security Association's abilities to protect persons from retaliation where allegations of sexual harassment, exploitation and abuse, or child abuse involving our Employees or Related are reported in good faith.

3.13 Climate Change and Food Security Association will ensure that all allegations of sexual harassment, exploitation and abuse, and child abuse by our 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. Climate Change and Food Security Association's investigations will be conducted in a timely, safe and professional manner by those with appropriate training and experience in sensitive investigations and informed by gender-sensitive and survivor-centered approaches. Investigations will include an assessment of risk to all those involved. We will collaborate with our partners to have the capacity to similarly investigate allegations of sexual harassment, exploitation and abuse, and child abuse by their staff.

3.14 Climate Change and Food Security Association will take swift and appropriate action with any Employee or Related Personnel who breach this policy by perpetrating sexual harassment, exploitation and abuse, and child abuse. This may include administrative or disciplinary action, 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. All actions will be informed by a survivor-centered approach and an assessment of feasibility and risk to all those involved.

4. Climate Change and Food Security Association's Safeguarding Code of Conduct

Our capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all our Employees and Related Personnel. To this end, all our Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by our policies. This policy defines the safeguarding conduct to be followed by all our Employees and Related Personnel to protect anyone, from sexual harassment, exploitation and abuse, and child abuse by our Employees and Related Personnel. This Safeguarding Code of Conduct is intended to provide an illustrative guide for our Employees and Related Personnel to make decisions that exemplify our broader Code of Conduct and core values in their professional and personal lives. Any violation of this Safeguarding Code of Conduct is a serious concern and may result in disciplinary action. All our Employees and Related Personnel must read and sign this Safeguarding Code of Conduct.

5. Responsibilities

5.1 All Climate Change and Food Security Association Employees and Related Personnel share an obligation to prevent, report and respond to sexual harassment, exploitation and abuse and child abuse. It is the responsibility of all our Employees and Related Personnel to uphold our Safeguarding Policy and Safeguarding Code of Conduct. All our Employees and Related Personnel must read this policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct.

5.2 Managers, Supervisors and Human Resource Managers must ensure that all our Employees and Related Personnel understand and comply with Climate Change and Food Security Association's Safeguarding Policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct. Human Resource Managers are also responsible for robust safe recruitment and induction, whilst Managers and Supervisors are responsible for ensuring staff have a thorough awareness and sensitization to this policy and the issues it raises. Managers must ensure that all staff with specialized duties towards this policy have the appropriate experience, training and support available to them, including staff responsible for receiving and handling sensitive reports and staff responsible for investigations. Managers will ensure performance management of staff, supports an accountable and safe organizational culture to prevent sexual harassment, exploitation and abuse, and child abuse.

5.3 Climate Change and Food Security Association Management Board members are responsible for implementation of this policy. Climate Change and Food Security Association Management Board will ensure this policy is reflected in their own codes of conduct. Climate Change and Food Security Association Management Board are responsible for defining and appropriately resourcing workplans and procedures to uphold and operationalize this policy as well as monitoring and reporting on performance against this policy utilizing standard key performance indicators and methodology. Climate Change and Food Security Association Management Board must have in place reporting and investigation procedures, and employee disciplinary procedures for their staff.

6. Associated Policies

This policy is complementary to the set of standards of behavior that all our employees are required to adhere to in the:

- Climate Change and Food Security Association Code of Conduct and Code of Ethics
- Climate Change and Food Security Association Gender Equality Policy
- Climate Change and Food Security Association Stories and Images Consent Policy
- Any further codes or related policies defined by the Climate Change and Food Security Association.

This Policy is also a response to Climate Change and Food Security Association's accountability to the communities it works with and is therefore to be operationalized as part of the broader Climate Change and Food Security Association Accountability Framework