Child and adult safeguarding procedures

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Purpose

Habitat for Humanity is accountable for designing and implementing operational and project activities and environments that endeavor to prevent and deter any behaviors by Habitat representatives, whether intentional or accidental, that place children, adults and community members at risk of harm.

These procedures apply to the day-to-day operations and project teams, including disaster response, to ensure contextualization of safeguarding measures that correspond to foreseeable and preventable risks. All representatives are expected to adopt or adapt and implement safeguarding procedures throughout the project life cycle and in accordance with their respective roles and responsibilities.

These procedures have been designed to accompany the Child and Adult Safeguarding Policy, which applies to all Habitat for Humanity International entities, including headquarters, area offices, branches and consolidated entities. Legally independent national organizations and affiliated organizations outside the U.S. are required to adopt their own policies that incorporate the provisions of this policy to the extent permitted by applicable local law and to ensure that the intent of this policy is covered in the entities' existing policies. U.S. affiliated organizations remain subject to the existing Policy 34 of the U.S. Affiliated Organization Policy Handbook.

The Child and Adult Safeguarding Policy sets forth the requirements and guidelines for protecting children, adults and community members from harm by Habitat representatives or unsafe programming activities. Habitat Bangladesh has developed a set of policies that establish safeguarding values, principles and commitments. Those policies include [list the policies that apply to safeguarding in the respective national organization, and insert hyperlinks so that users can easily access the policies]. The 12 minimum safeguarding standards presented in the Child and Adult Safeguarding Policy create the foundation for building and sustaining a safeguarding culture and are made actionable in the procedures that follow.

These Child and Adult Safeguarding Procedures define the specific actions that correspond with the minimum safeguarding standards and identify who is responsible for carrying out those actions. Procedures help to bring uniformity and consistency across all activities while allowing for contextualization based on location, context, project type and aim, and donor requirements. The minimum safeguarding standards and these procedures are reinforced in the Safeguarding Self-Assessment, which supports accountability for identifying risks, implementing mitigation measures, and monitoring the efficacy of safeguards.

Project teams, especially those responding during disasters and emergency, can use these procedures to establish standard operating procedures for safeguarding, which can be adapted for the context and unique risks associated with the project's activities. While these procedures may provide a road map to meet our minimum safeguarding commitments, it is important to remember that **every country, community and project is unique**. There will be context-specific safeguarding risks to consider and mitigate, and this document is not intended to replace critical thinking or thought partnership with Habitat Bangladesh and Habitat for Humanity International safeguarding subject matter experts.

Disaster responses and crisis situations

During disaster responses, the local and contextual risks associated with safeguarding heighten and intensify. Accessing basic needs like clean water, shelter and food may be challenging and increase children's and adults'

dependency on Habitat resources. This, in turn, increases their vulnerability to harm, abuse, discrimination and exploitation. Where crises situations occur,[1] there may be a breakdown in social controls, the rule of law, or failures with protection systems, exposing children and adults to further risks, including family separation, displacement and transiency. These factors can contribute to child abuse; sexual exploitation, abuse and harassment, or SEAH; discrimination; labor exploitation; and other forms of harm.

Disasters and crises exacerbate existing local and contextual threats to protection. Because mobilization of responses can be rapid and chaotic, it may lead to safeguarding breaches if careful planning is not done. When crises happen, Habitat Bangladesh may experience a high volume of deployments (e.g., employees working in new contexts under stressful conditions), an influx of local or international volunteers, and an abundance of partner-implemented projects, all of which can contribute to the challenges in managing safeguarding-related risks. Even for the most experienced response teams, long hours, high-pressure environments and sleep deprivation can also lead to poor judgment and behaviors that can lead to unintentional or deliberate harms.

Summary

Habitat Bangladesh 's approach to safeguarding is guided by five pillars: governance and culture, prevention, training and awareness, reporting, and response. Each pillar has activities that continue throughout the project life cycle, and the procedures will identify where they occur. Since safeguarding is everyone's responsibility, these procedures also help to clarify accountabilities for implementing actions that safeguard children, adults and community members. These procedures describe how to effectively implement the 12 minimum safeguarding standards during business as usual and in emergency responses. They focus on the safety and protection of all children and adults with whom we have contact, while ensuring that our approaches are child-focused, person-centered and community-driven.

The cross-cutting **safeguarding procedures** address the 12 minimum standards that apply for any projects where children, families who partner with Habitat, and community members are present. Because of the unique needs and vulnerabilities of children, **special considerations for child safeguarding procedures** have been included to ensure the safety of children, whether during intentional child-facing projects and activities or when incidental contact with children occurs.

While the procedures are not intended to serve as a strict checklist, **Chart 1** can be printed or used electronically and marked as standards are implemented and key activities are in place. Where key accountabilities have been identified, there are blank spaces allowing for country leadership and/or project teams to assign specific representatives to actions, wherever required.

If any representative requires support to ensure that safeguarding procedures are in place for a region, country, or specific project or activity, please consult with the global safeguarding director and the respective regional safeguarding adviser and/or liaise with an available safeguarding focal point. This includes raising any questions about safeguarding measures, budgets, risk assessments, and mitigation and monitoring plans.

How to use safeguarding procedures

The safeguarding procedures in this document reflect the standards introduced in the Habitat Bangladesh Child and Adult Safeguarding Policy. This document assists Habitat Bangladesh in making actionable the minimum safeguarding requirements. It is important to note that additional procedures may be needed, based on specific projects or established standard operating procedures within Habitat entities. The procedures should be treated as a fluid and flexible document that can be amended and adjusted based on specific needs within Habitat Bangladesh.

[1] Crises can occur with or without an actual disaster happening and also related to fragile contexts. (See the safeguarding policy for definitions.)

This document should be updated and contextualized based on the location and purpose of use (e.g., headquarters, branches, national organizations, area offices or other Habitat implementing bodies). The timelines and activities associated with the standards may vary depending on geographic location, donor requirements or applicable laws. In such cases, the standards may be updated to reflect the necessary language to ensure compliance while reinforcing a culture of safety and protection.

Each standard can be tracked through the RASCI template, which should be completed by the designee in the Habitat Bangladesh office.

Safeguarding procedures (cross-cutting)

Governance and culture

Standard 1: Fostering a culture of safeguarding

1. **Policy review:** The Child and Adult Safeguarding Policy will be reviewed and revised as needed, at minimum every four years.
2. **Annual review and verification, or ARV:** Habitat will complete an ARV to acknowledge compliance with the Safeguarding Policy and Procedures. The ARV will use the standards outlined in the Child and Adult Safeguarding Policy to inform an annual safeguarding plan, or ASP. Any gaps that have been identified will be documented in the ASP with assigned roles, responsibilities and timelines to meet the requirements of the standard.
    A. The ARV will be completed using the Habitat self-assessment tool to confirm compliance with the Safeguarding Policy and these procedures while addressing any gaps in the implementation of safeguarding-related activities and monitoring progress with the associated ASP.
    B. The ARV will be reviewed as a standard part of internal audits, which will also include the respective risk register and any associated safeguarding risk assessments within the scope of the audit.
    C. The self-assessment tool will be reviewed annually, while the ASP will be reviewed every six months to measure progress and update actions as needed.
    D. As applicable, Habitat Bangladesh will present the safeguarding annual work plan/ findings of the ARV and provide regular updates to the board / SMT on the progress made against work plan objectives.
3. **Board designation:** The board will identify and designate a safeguarding representative to receive periodic updates on the status of safeguarding within Habitat. Additionally, the representative will oversee safeguarding improvements, controls and processes and ensure the board considers safeguarding in its decision-making.
4. **Safeguarding strategy and personnel:** Habitat will identify the necessary personnel to support the strategy and implementation of the Child and Adult Safeguarding Policy. At the national or project level, safeguarding focal points or champions will be identified to support implementing teams with day-to-day safeguarding measures.
5. **Leadership responsibilities:** Senior management meetings will include a recurring, periodic agenda item for regularly scheduled meetings. Any safeguarding discussions or decisions will be reflected in the minutes.
6. **Communications and fundraising guidelines:** Images, video and storytelling will be obtained after fully informed consent (adults) and assent (children) and used only for business-related purposes. The use of photos, videos or storytelling — especially of children and at-risk adults — on personal social media accounts is strongly discouraged. All Habitat representatives, including volunteers and partners, should receive clear guidance on photos, videos, storytelling and the use of social media. The Communications and Fundraising Guidelines provide additional details about how children and adults should be represented; best practices for protecting identities; and communication rules around photos, videos and storytelling. These practices should be a standard part of all safeguarding training to ensure that Habitat representatives understand their responsibilities in protecting children and adults from exploitative practices that often perpetuate negative stereotypes and stories about historically disenfranchised communities.

Standard 2: Establishing accountability

1. **Personnel:** All Habitat representatives will receive and acknowledge the policy. Records of this acknowledgment will be maintained by Human Resources.
2. **Budgets:** Habitat will fund operational and resourcing costs for safeguarding personnel and related activities.
3. **Key performance indicators:** KPIs strengthen safeguarding practices and measure performance over time. The KPIs should be used to support decision-making, including the allocation of resources and prioritization of activities.
4. **Board engagement:** On a regular basis, the board will review the status of safeguarding and make recommendations for improvements as needed. At least annually, the board also will review the status of the safeguarding annual plan and progress toward addressing identified gaps.

Standard 3: Risk management

1. **Safeguarding risk assessments, or SRAs:** SRAs will be completed for all projects and activities to identify risks and implement corresponding mitigation measures. Project teams are responsible for ensuring that risk assessments are completed and periodically reviewed throughout the life cycle of the project. This includes identifying safeguarding risks and mitigations during project proposal and design so that activities during implementation may be properly monitored and managed.
   A. Each SRA should include both cross-cutting and contextualized risks.[2] All project and volunteer programs (e.g., Global Village or domestic volunteer opportunities) involving child or youth participation or engagement must complete a safeguarding risk assessment and ensure regular monitoring and management of mitigation measures throughout the project or programmatic life cycle.
   B. Any online project or program involving the participation or engagement of children or young people must complete a risk assessment to develop a mitigation and monitoring plan. Whenever necessary, project teams should consult with IT to ensure adequate privacy and security measures for online activities.
2. **Risk registers:** The enterprise risk register, or ERR, is a top-down approach that aims to identify general safeguarding risks, assess Habitat Bangladesh 's capacity for managing the risks, and implement mitigation measures to guard against safeguarding breaches that may interfere with Habitat Bangladesh projects or lead to serious harm of a child, adult, community member or Habitat representative. ERRs are generally static and address the "high-level" safeguarding risks that must be managed. Safeguarding should be represented on a global ERR to ensure proper management of safeguarding risks. Furthermore, national organizations and area offices that maintain risk registers should also include "high-level" safeguarding risks to ensure leadership awareness, adequate resourcing and necessary engagement. ERRs at the headquarters, national organization or area office level may be used to help inform SRAs. SRAs, however, are typically more granular and dynamic, requiring management by project teams to inform decisions about safeguarding mitigation measures and monitoring plans.

Prevention

Standard 4: Safe recruitment

Safe recruitment ensures that selected candidates are suitable to work with children and at-risk adults and in fragile contexts while also contributing to a safe and healthy workplace culture. The Safe Recruitment for Employment Toolkit outlines responsibilities for recruiting candidates and provides guidance for engaging robust vetting practices. Safe recruitment activities include:

1. **Job descriptions:** Each job description identifies and contextualizes safeguarding responsibilities associated with the role. Managers across all levels of Habitat Bangladesh have particular responsibilities to support and develop systems that maintain a healthy workplace culture and environments.

2 Cross-cutting risks are types of foreseeable risks likely to impact the safety, health or protection of project participants, including children, young people, and adults in any context, project or program. Cross-cutting risks are inherent to the work and, therefore, should be considered across all projects, programs and activities. Contextualized risks are the risks that may be specific to the type of project (e.g., construction project vs. an advocacy project) or the people who need to be protected (e.g., child volunteers, child participants, at-risk adults) depending upon the type of project and presenting complexities associated with the local culture and community (e.g., where child rights are not recognized, there may be a higher risk of child labor).

2. **Job advertisements:** Habitat Bangladesh shares its commitment to safeguarding children, at-risk adults, community members and representatives through a safeguarding statement posted on the career website or included in each job description.
3. **DEI and gender:** [Habitat Bangladesh] promotes diversity, equity and inclusion, or DEI, and belonging and gender balance to reflect the populations we serve and promote multiculturalism and safety.
4. **Interview questions:** Interviews include at least one question about safeguarding to better understand the candidate's experience, suitability and values. For candidates working directly with children, an additional interview should include past interactions with children or a contextualized question related to the role.
5. **Reference checks:** A minimum of two reference checks will be completed for any candidate who has received a job offer. Each reference check assesses attitudes, behaviors and commitment to safeguarding, as well as the candidate's suitability to work with children and at-risk adults or in fragile contexts.
6. **Background record checks, or BRCs:** Habitat Bangladesh completes comprehensive BRCs for each selected employment candidate before their start date and/or contact with children, at-risk adults or community members. BRCs may include but are not limited to police checks, education and employment verification, sexual offender registration (where available), identity confirmation, and anti-terrorism vetting. In jurisdictions where BRCs are not available, Human Resources documents the vetting procedures and ensures consistent application of the process for all candidates. (See the Background Screening Policy.)

   Criminal record checks / police checks will be completed prior to engagement, and once engaged it is to be done every 5 years or when there is a significant change in a candidate's or employee's individual's circumstances.
7. **Self-declaration:** Candidates are required to affirmatively make a statutory declaration if permitted by local law when BRCs are not available.
8. **Employment contract**: Habitat Bangladesh reserves the right to refuse employment or terminate any **employee's** employment **if they** pose a **threat** to children. Employment contracts will contain provisions for the prevention of a person working with children if they present a **threat** to children. This may include immediate suspension or transfer to other duties for any employee who is under investigation and **the right** to dismiss any employee after a conclusive investigation or **any employee that** breaches the Habitat Bangladesh's Child and Adult Safeguarding Policy and its behavioral commitments.

Standard 5: Safer programming

The Safer Programming Guidance Note outlines the practical terms implementing safer programming activities to protect children, adults and community members from harm and to ensure our operations, programming and representatives "do no harm." Activities that support safer programming are:

1. **Project proposals:** All proposals ensure that child and adult safeguarding risks are assessed and that corresponding mitigation measures are identified.
2. **Project designs:** Mitigation plans detailing the activities required to reduce the likelihood of injury, harm, abuse and exploitation will be embedded in the project design with a detailed implementation plan. Special attention will focus on child safeguarding and disability-inclusive considerations.
3. **Budgeting:** All safeguarding activities will be adequately funded in accordance with the proposal and design plan. Activities and resources may vary depending on the size, scope and risks associated with the project.
4. **Project risk assessments:** Safeguarding risk assessments and mitigation plans are monitored and reviewed regularly, but at least quarterly, throughout the project life cycle. In the event that new risks are identified or mitigation measures are insufficient, the risk assessment and mitigation plan will be updated. Risk assessments will ensure cross-cutting factors are assessed and include any context-specific risks, especially those impacting children; women; people with disabilities; people in ethnic, racial, religious or cultural minorities; and the LGBTQI+ community.
5. **DEI analysis:** DEI and belonging influences the design, implementation and evaluation stages by promoting inclusive, multicultural project teams that reflect the communities served and enrich learning and innovation

throughout the project life cycle. It will also ensure equitable participation from groups who have been historically underrepresented and foster transformative culture change that further builds healthy and safe work cultures.

6. **Gender and age analysis:** Understanding gender differences is a critical starting point for gender mainstreaming. A good gender analysis tool will help to understand the gender disparities that may exist in the community or as a part of the project design and implementation. It will also ensure equitable participation of women and men across Habitat Bangladesh projects. The gender analysis tool should be used during the project design; before implementation of a policy, procedure or practice; and during the midpoint and final evaluation of a project.

Standard 6: Safe partnerships

1. **Partner agreements:** A safeguarding clause is included in partner agreements outlining four basic standards required to receive Habitat Bangladesh funding or work with children and at-risk adults:
   A. The partner must adopt Habitat Bangladesh 's safeguarding policy or have a safeguarding policy of equal or greater rigor. All partner representatives must receive, read and acknowledge the policy.
   B. The partner must provide contextualized training to all project implementers. Training includes identification of risks and mitigation measures, behavioral expectations, and reporting responsibilities.
   C. The partner will complete a risk assessment, mitigation strategy, and monitoring plan associated with the funded project and/or implementation plan.
   D. The partner must establish reporting channels, inform Habitat Bangladesh when a concern on a Habitat Bangladesh -funded or Habitat Bangladesh -related project arises, and have procedures in place for responding to any reported concern, suspicion or known safeguarding incident. In the alternative, the partner should be informed that it may use Habitat's reporting system (HEAL) to ensure timely reporting of any safeguarding concern, suspicion or known incident.
2. **Due diligence assessment:** The safe partnership due diligence assessment gives Habitat Bangladesh and its partners a baseline for assessing partners' organizational capacities on safeguarding, including protection from sexual exploitation, abuse and harassment, or PSEAH. In collaboration with Habitat Bangladesh, partners, depending on the nature and extent of their engagement, will complete the assessment before formalizing the partnership and commencement of work with children or at-risk adults or in fragile contexts.
3. **Capacity building:** Habitat Bangladesh is committed to engaging partners who may require additional support with capacity building. If capacity building is needed, it will be documented as an action plan as part of the safe partnership due diligence assessment with specific activities, people responsible, and dates for completion.

Standard 7: Volunteer management

1. **Code of conduct:** Every volunteer receives, reads and acknowledges the Volunteer Code of Conduct to ensure understanding of their commitment to safeguard children, at-risk adults and community members. This must be done before volunteer activities begin. Volunteers must be informed that they are strongly discouraged from using personal devices, such as smart phones, cameras, iPads, video cameras, computers or other technology, to take photos or film children, adults or community members. Any consent or assent given by a child or adult should be for use of imagery as part of Habitat Bangladesh 's communications and fundraising work. Use of photos, video or storytelling, especially of children and at-risk adults on personal social media accounts, is strongly discouraged.
2. **Vetting and background records checks, or BRCs:** Habitat Bangladesh completes thorough BRCs for key volunteers and regular volunteers who have contact with children, at-risk adults or community members before volunteer activities begin. [BRCs may include but are not limited to police checks, sexual offender registration (where available), identity confirmation and anti-terrorism vetting. In jurisdictions where BRCs are not available, the project team or designee documents the vetting procedures and ensures consistent application of the process. This may include, but is not limited to, a signed self-declaration or sworn statement attesting to no past criminal conduct.] A signed self-declaration will also be requested of other volunteers who do not undergo complete BRCs, especially those traveling from their country of residence to another country.

3. **Training:** Volunteers — child or adult — will receive contextualized safeguarding training before beginning volunteer activities. Training includes identification of risks and mitigation measures, behavioral expectations, and reporting responsibilities. For safeguarding training geared for children, it is important that the training is appropriate to their age, development and culture.
4. **Supervision plan:** Volunteers — child or adult — must never be alone or unaccompanied during any volunteer activities. A minimum of two Habitat Bangladesh paid staff members should be present to supervise interactions between volunteers and community members, especially when children or at-risk adults are present. Supervision plans should be developed regardless of the age of the volunteers. Special considerations for child volunteers are detailed below.
5. **Child volunteers or participants:** Habitat Bangladesh has special guidance for any person under the age of 18 volunteering or participating in any capacity on a Habitat project. The following must be practiced whenever children are present:
   A. Ratios: There must always be a minimum of two paid Habitat Bangladesh staff members, two partner staff members, or one paid Habitat staff member and one key/regular Habitat volunteer (i.e., the two-adult rule) when children are present during project activities, programming or volunteering. Habitat Bangladesh staff members, partners and volunteers should never be alone with a child participant or child volunteer. The child's parent or an adult from the community **does not fulfill** the two-adult rule, because of the power dynamics between Habitat Bangladesh and community members. For this reason, one paid staff member and one parent — except during certain activities[3] — is not acceptable. Depending on the age and development stage of the children, the following ratios are recommended:
      i. **Children under 6 years old:** Two paid Habitat Bangladesh staff members[4] for every three children. If parents[5] are always present with the child and have been informed of their supervision responsibilities for *their* child, the two paid Habitat staff members are sufficient for ratio purposes, even if the child participants exceed a total of three children.
      ii. **Children 6-8 years old**: Two paid Habitat Bangladesh staff members[4] for every 10 children.[6] If parents are always present with the child and have been informed of their supervision responsibilities for *their* child, the two paid Habitat Bangladesh staff members are sufficient for ratio purposes and no additional paid staff members are required, even if the child participants exceed 10 children.
      iii. **Children 9-12 years old:** Two Habitat Bangladesh paid staff members[4] for every 12 children. If parents are always present with the child and have been informed of their supervision responsibilities for *their* child, the two paid Habitat Bangladesh staff members are sufficient for ratio purposes, and no additional paid staff members are required, even if the child participants exceed 12 children.
      iv. **Children 13-16 years old:** Two paid Habitat Bangladesh staff members[4] for every 15 children.
      v. **Children 17-18 years old:** Two paid Habitat Bangladesh staff members[4] for every 20 children.
      vi. **Children with disabilities:** For any child with a disability, please coordinate with the child's parent to understand if one-on-one support is necessary so that disability-inclusive child safeguarding practices are observed.
   B. **Gender-balanced supervision:** At least one adult female (e.g., a paid Habitat Bangladesh staff member, partner or key/regular volunteer) will be assigned at project and program sites where girls and women are present. This includes any in-person or online activities.
   C. **Active supervision:** Observing the ratio requirements above, paid staff members must engage in active supervision of children. Active supervision means that paid staff members will be able to see and hear the children throughout the project activity or volunteer project. Children must never be out of visibility. Toileting

3 If there is a home visit, evaluation or repair in the home, it might not be possible to have two paid Habitat staff members present. Other exceptions may also apply, but this should be documented and anticipated during the project design and implementation.

4 Two paid Habitat staff members, two partner staff members, or one paid Habitat staff member and one key/regular Habitat volunteer (i.e., the two-adult rule).

5 Parent, legal guardian or responsible adult.

6 For example, if a project engages 20 children, four paid Habitat staff members should be present.

plans should be developed for any activities or volunteer projects to ensure facilities are safe, accessible and developmentally appropriate (e.g., young children using proportionately sized toilets, children with disabilities accessing toilets, etc.). If toileting supervision is required, a parent or related adult must be present with the child to assist.

D. **Children with disabilities:** Whenever Habitat Bangladesh is responsible for providing supervision, it is important to note that children with disabilities may require special supervision plans. In such instances, please coordinate with the child's parent to ensure adequacy of care during activities or volunteer projects. (Meeting the special needs of a child is **not** considered preferential treatment or a demonstration of favoritism.)

E. **Child labor guidance:** Based on U.N. guidance, the child labor restrictions (See Subsection F) are designed not only to prevent the economic exploitation of children but also to protect their health, safety and morals. While these standards primarily discuss work on the job site, The International Knowledge Center has additional resources addressing how to engage appropriately and safely with children in other areas of the Habitat mission

F. **Child labor restrictions:** The guidance below serves to ensure the safety of children, whether engaged in a "sweat equity" project or involved in a volunteer project. Please refer to the Habitat Child Engagement Guidance for more details about age ranges and categorization of activities.

   i. **Dangerous work** (ages 18 or older): Includes working from a height of greater than 6 feet or 180 centimeters, roofing, using power tools or electrically or gas-powered equipment, the use of powder actuated tools, demolition, or excavation.

   ii. **General work** (ages 15 or older): Includes all other construction work not considered light work or dangerous work, including carpentry, siding, plastering, flooring, laying foundations, masonry work and finishing work. The use of hand tools would be part of general construction work.

   iii. **Light work** (ages 13 or older): *Does not* include general construction or working on a site where general construction is taking place. Includes lot clearing, meal preparation, painting, landscaping, transporting supplies (weight limit appropriate to the child's capacity and not more than 5-7 kilos), babysitting, and other similar work. It may also include other activities that are not likely to be harmful to the health or development of children and are not such as to prejudice their attendance at school or their capacity to benefit from the instruction received. Light work should include:

      a. Simple and well-defined tasks.
      b. Lack of physical or mental effort that could endanger the child's health or development.
      c. A limited number of daily and weekly hours of work.
      d. Regular breaks and weekly rest of at least 48 hours.
      e. No night work.

G. **Sweat-equity considerations:** In situations where a homeowner's children under the age of 13 accompany their parent or guardian to the job site, these children **cannot work**. Where unavoidable, only the lightest assistance of volunteer support, such as offering refreshments, or site preparation, such as picking up trash, should be allowed and only under parental/guardian supervision. Habitat Bangladesh will work with relevant subject matter experts in their area to develop alternative ways for children of homeowners to assist their families to complete sweat-equity hours or to engage children from the community in the Habitat mission.

Standard 8: Community engagement and child participation

1. **Engagement plan:** Community members are invited to contribute to safeguarding throughout the project life cycle. Children and adults will be asked to share insights, identify protective capacities, recommend mitigations, and support with the monitoring of safeguarding activities throughout the project life cycle.
2. **Existing risks:** Children and adults are asked to identify existing risks that may be exacerbated during the project life cycle. Community feedback is used to inform the risk assessment and corresponding mitigation measures.
3. **Child participation:** Each project team working with children to deliver activities or supporting child volunteers will develop a plan for mainstreaming children in the planning, design, and monitoring and evaluation of the activities

or volunteer work. During such planning, children should also be engaged in contributing to a safeguarding plan, whereby they are able to identify how project teams can safely engage with them, how they can interact safely with each other, and how or to whom they can report concerns.

Training and awareness

Standard 9: Training and management responsibilities

1. **Mandatory training:** Habitat for Humanity's Safeguarding Foundational Course[7] and/or in-person or live online training will be completed by all Habitat Bangladesh staff members and key or regular volunteers as part of onboarding and before work on Habitat projects where there will be contact with children, adults or community members. Verification of training will be recorded and become a part of the representative's personnel record, along with other mandatory training courses. Managers are responsible for ensuring that their team members complete the mandatory safeguarding training. Any representative who does not complete the training will be ineligible to work on projects where children, at-risk adults or community members in fragile contexts are present. Habitat for Humanity's Safeguarding Foundational Course can be accessed via MyHabitat. Other volunteers will also complete contextualized safeguarding training before working on Habitat projects where there will be contact with children, adults or community members, and an appropriate supervision plan will be developed for every project involving volunteers, especially where children are present.
2. **Contextualized training:** The purpose of contextualized training is to share additional knowledge with Habitat Bangladesh representatives about a specific project or context. Any contextualized training will provide a brief reintroduction to child and adult safeguarding, and it will identify specific risks, mitigation measures or unique considerations to safely implement project activities. For example, a contextualized training for a construction project should include information about labor exploitation (child and adult); supervision of children; securing the site before, during and after working hours; building latrines or water, sanitation and hygiene (WaSH) facilities; and securely storing chemicals or substances that may be harmful.
3. **Implementing partners, contractors and suppliers:** When required, safeguarding training will be a part of the partnership agreement and will be completed before the project begins. Partners, contractors and suppliers will maintain records of completion of safeguarding training for all staff members and volunteers, which will be made available to Habitat Bangladesh upon request. Habitat Bangladesh will make accessible any contextualized safeguarding training that has been developed and is relevant to the project.
4. **Refresher training:** Habitat Bangladesh will make available refresher training for all Habitat representatives to complete every two years or as required for a specific project or in accordance with donor requirements or a partner agreement.
5. **Managers:** All managers are responsible for ensuring that staff members within their direct line management know how to access the safeguarding training and are made aware of their responsibility to complete training as outlined in the policy.
6. **Visitors:** There may be times when guests visit project sites ("casual visitors"). All visitors are expected to conduct themselves with the utmost ethical conduct when visiting project sites or touring Habitat Bangladesh programs. As a condition of their visit, all guests will receive a verbal safeguarding briefing. Each briefing will provide an overview of acceptable and unacceptable behavior, along with how any visitor may report a safeguarding concern. Whenever possible and practical, visitors will sign the Code of Conduct and/or Safeguarding Policy.

Standard 10: Raising awareness

1. **Awareness materials:** Signs/posters at Habitat Bangladesh offices and work sites will promote safeguarding and include culturally appropriate and context-specific messaging to reinforce the principles of "do no harm." Such messages may include "zero tolerance" for child abuse, SEAH, labor exploitation and other human rights abuses; the right of community members to be protected from such harms; and Habitat Bangladesh 's prohibition against

[7] Or other approved online safeguarding training.

the exchange of services or resources for sex or exploitative labor (e.g., drawing a distinction between sweat equity and forced labor). All posters will include information on how safeguarding concerns can be reported.

2. **Availability of information:** Signs/posters must be displayed in the local language with culturally appropriate and sensitive translations of safeguarding words and concepts. Awareness materials should also use visual graphics that can be easily understood by children or adults who cannot read or have cognitive impairments. It is recommended for project teams to collaborate with the community to develop safeguarding awareness posters. Notwithstanding the community's engagement, project teams will develop a communication plan whereby children and adults are aware of Habitat Bangladesh 's commitment to safeguarding.
3. **Communicating the Policy:** Internally, this Policy will be used in training, induction and made accessible at all times. For external stakeholders' policy and information of reporting channels, they will be made available via Habitat Bangladesh's website and on signs/posters.

Reporting

Standard 11: Reporting procedures and mechanisms

The policy requires that all Habitat Bangladesh representatives report safeguarding allegations in a timely manner. In accordance with our Whistleblower Policy, all credible reports shared in good faith will be treated seriously, with confidentiality, and reporters will be protected from any adverse actions (e.g., retaliation).

1. **How to report:** Inform a direct supervisor of the concern, suspicion, incident or complaint. If the representative has reason to believe that their direct supervisor may either be involved in the misconduct or has a conflict of interest in connection with it, the reporting party may report to:
   A. A higher-level supervisor in their reporting line.
   B. The global or area office safeguarding officer, a human resources officer, the local safeguarding focal point, the Governance Risk Management and Compliance department or the Habitat for Humanity International Internal Audit department.
   C. The Habitat Ethics and Accountability Line, or HEAL (an internal reporting channel).
2. **Community feedback and reporting mechanisms (CFRMs):** The Monitoring, Evaluation, Accountability and Learning team, or MEAL, will work in partnership with the regional safeguarding adviser, local safeguarding focal points, and/or community members to develop hybrid reporting channels whereby children, adults and others from the community, including locally based partners, contractors and suppliers, can report their concerns. MEAL will coordinate all reporting protocols with the Safeguarding and GRC teams.
3. **Central reporting system:** All safeguarding concerns reported through a CFRM must be entered into the HEAL system to ensure proper review, response and management consistent with Habitat Bangladesh 's and Habitat for Humanity International's response and investigation procedures.
4. **External reporting:** Any concern that requires reporting to external authorities (e.g., policy, judiciary or other legal actors), donors or regulatory bodies will be coordinated with Habitat Bangladesh and Habitat for Humanity International leadership team members (including at least the Safeguarding, GRC and Legal teams) to ensure fulfillment of responsibilities. In cases where reporting a safeguarding allegation to an external party increases the risk of harm to the affected person or — in rare cases — to the respondent, the Legal department must be consulted to determine the most appropriate course of action considering safety and accountability factors.
   i. For all DFAT-funded activities, there are mandatory reporting requirements. In addition to the above HEAL reporting and HFHI coordination requirements, Habitat Bangladesh must immediately notify both the HFH Australia's and the HFHI Asia Pacific Office's Safeguarding Officers on becoming aware of any suspected or alleged case of abuse or breach of the Policy. Working together with HFH Australia, the following reporting obligations to DFAT must be met:

      For any suspected or alleged incident of sexual exploitation, abuse or harassment related to the delivery of DFAT-funded activities, Habitat Bangladesh must immediately (within two (2) working days of becoming aware of an alleged incident) report to DFAT. Habitat Bangladesh must (within five (5) working days of becoming

aware of an alleged incident) report to DFAT any alleged Policy non-compliance related to the delivery of DFAT-funded activities. All reports of alleged SEAH incidents should be made using the DFAT Sexual Exploitation, Abuse and Harassment Incident Notification Form (www.dfat.gov.au/pseah) and emailed to seah.reports@dfat.gov.au.

Response

Standard 12: Responding to reported concerns

1. **Aftercare and survivor care**

   A. **Aftercare and survivor care referrals**: Support will be offered to any child or adult affected by alleged misconduct or unsafe programming, regardless of their participation in a formal internal response or Habitat Bangladesh and Habitat for Humanity International mobilization of an investigation. When receiving a disclosure that a child or adult has been harmed, it is important to coordinate the response with GRC, the regional safeguarding adviser, or another responsible person identified to act. Any action to deliver aftercare or survivor care should be done in a consultative fashion and include local specialists, when appropriate.

      i. The safeguarding focal point or other responsible person, the Regional Safeguarding Advisor and GRC will maintain communications throughout the delivery of Aftercare and during the investigation process.
      ii. Affected people should be given detailed information about available services, including the risks and benefits, and may choose if and when they would like to access support or options available to them. In any case, an affected person always has the right to refuse support or services, but aftercare or survivor care is not an isolated offering. As people may reconsider the need for assistance, Habitat Bangladesh should revisit the provision of aftercare or survivor care throughout the course of case management. All discussions and decisions about aftercare or survivor care must be documented.

   B. **Aftercare or survivor care for children**: Because of the unique vulnerabilities and developmental stages of children, it is important that aftercare or survivor care is delivered with special care and consideration.8

      i. When responding to children, a well-trained professional who understands the vulnerabilities and capacities of children should be engaged to uphold the principle of "do no harm" and ensure the best interests of the child are served.
      ii. All care should be delivered confidentially and without discrimination.
      iii. Aftercare should reflect the best interests of the child.
      iv. All children have the right to life, survival and development, which should be central to identifying and delivering care and providing assistance.
      v. Children have evolving capacity and have the right to express their views and for those views to be considered and reflected in decisions for their care.
      vi. Children's needs should be continually assessed, and services may be longer-term in order to protect the child's physical, psychological, emotional, spiritual and social safety and well-being.
      vii. Children's affiliation or membership with a group should be considered when providing aftercare.
      viii. Children should be engaged in the consent process, and the language used should be tailored to their age and developmental stage.
      ix. Unless the parent or responsible adult is unable to protect the children or their actions will put the child at further risk of harm, abuse or exploitation, the parent or parent substitute should be actively involved in making decisions about the child's aftercare services. In many jurisdictions, parents are required to give informed consent.
      x. Children have the right to know about and participate in any legal or accountability procedures and be accompanied by a parent or parent substitute. For legal processes, the child should be paired with a trained

[8] Adapted from United Nations Protocol on the Provision of Assistance to Victims of Sexual Exploitation and Abuse.

professional throughout the process who will ensure that the child's best interests are prioritized and effectively communicated.

2. **Legal mapping:** The aftercare or survivor care plan should be completed alongside the legal mapping tool to support a holistic approach and to ensure safety and protection concerns related to external reporting are assessed. Legal mapping may be completed proactively and available as a reference tool whenever a concern is reported, or it may be completed reactively as part of the response process.
3. **Investigation procedures:** Habitat Bangladesh /Habitat for Humanity International investigation protocols for potential safeguarding misconduct will be focused on keeping the affected person or people — children or adults — safe; minimizing harm; and conducting a thorough, impartial investigation. Safeguarding investigations will be performed and overseen only by qualified individuals who are:

   A. Independent from the parties and allegations received.
   B. Free from the appearance or existence of bias
   C. Specifically trained in appropriate safeguarding investigation procedures.

   To ensure all safeguarding investigations are handled with appropriate due diligence and professional care, Habitat for Humanity International has established an independent investigations unit within the Governance, Risk Management and Compliance department, or GRC. The GRC unit is composed of experienced investigators who have been trained in safeguarding investigations. In addition, GRC's investigators may partner with third-party legal and investigative experts to assist in conducting safeguarding investigations, including sexual exploitation, abuse and harassment, or SEAH. Further details of the expected processes when conducting appropriate safeguarding investigations can be found in the Investigations Handbook.

   A. **Complaint assessment:** Upon receiving an allegation, GRC-Investigations, in consultation with the Safeguarding team and management of Habitat Bangladesh organization, where appropriate, will assess the appropriateness of an investigation based on the nature of the allegations and the parties involved. In considering the response, GRC-Investigations, in consultation with Safeguarding, where appropriate, will assess factors such as whether there is an allegation of a criminal offense, the immediate safety concerns of the affected person or survivor and other individuals involved, and risks such as loss of evidence and damage of property.
   B. **Communications with the affected person or survivor:** Habitat Bangladesh will provide periodic updates on the status of the investigation. In addition, Habitat Bangladesh will provide a summary of the investigation findings when the investigation is completed. If the affected person or survivor is a child, the parent or parent substitute will receive communications on the child's behalf. Depending on the child's age and development, information will be shared with the child in age-appropriate language and with the assistance of a local specialist, as needed.

4. **Investigation process:** After assessment of the allegations and the needs and preferences of the affected person or survivor, reports of safeguarding misconduct will be either investigated promptly by or under the supervision of GRC-Investigations, in the manner set out in Habitat for Humanity International's Investigations Handbook, or referred to the appropriate local governmental authority for investigation or inquiry regarding the potential misconduct or violations of law.

   A. **Safety:** Both during and after an investigation, Habitat Bangladesh will take appropriate steps to ensure that the affected person or survivor is provided with an environment free of exploitation, abuse, harassment or bullying.

      i. This may include reassignment of the respondent to a comparable work assignment on a temporary or permanent basis.
      ii. As there may be circumstances where the performance of an investigation would increase the harm to the affected person or survivor, any such actions will be taken only after full consideration of the safety and risk factors and the informed consent of the affected person or survivor, along with Habitat Bangladesh 's overall duty of care to the community. The basis for all decisions related to investigation performance or nonperformance will be documented.

iii. Where the affected person is a child, the parent, parent substitute or local specialist will be consulted on the safety and risk factors, along with the child, if the child is of an age or developmental stage to be able to participate and provide such insights.

B. **Person-centered, trauma-informed approach:** Our actions are informed by a person-centered approach, which means that the needs and wishes of the affected person guide our response, that all affected people are treated with dignity and respect, and that the rights of an affected person to privacy and support are prioritized. If the affected person is a child, Habitat Bangladesh will work with the parent, parent substitute and/or local specialist to ensure that the best interests of the child are considered during each step of the process.

C. **Confidentiality:** All investigations will be performed in a manner designed to protect confidentiality for — and the safety of — the survivor and all concerned and will not be disclosed or discussed with anyone other than those who have a legitimate need to know the details of the case.

D. **Documentation:** Whether performed by a Habitat Bangladesh team, Habitat for Humanity International or an external investigator, all investigation procedures, findings and recommendations will be thoroughly documented in accordance with Habitat Bangladesh and Habitat for Humanity International policies. Documentation of investigation procedures will be retained in a central repository within Habitat Bangladesh and in alignment with the Habitat for Humanity Record Retention Policy. To protect confidentiality, access to the information will be restricted as discussed above.

5. **Management response:** A written report or memo summarizing the investigation's findings and recommendations will be prepared and provided to management for their use in initiating any appropriate remediation. Investigation recommendations will specifically include, but are not limited to, any recommendations related to the necessary discipline of Habitat representatives, any potential requirements to report findings to local authorities, and necessary improvements to any processes or controls to prevent or reduce future occurrences of the safeguarding misconduct.

A. **Logging:** Within 48 hours after the investigation finalization, a copy of the report should be uploaded to the GRC-Investigations secured drive, with reference to the case number assigned when the complaint was submitted to the Habitat Ethics and Accountability Line.

B. **Management of remediating actions:** Upon receipt of the investigation report or memo, management will promptly initiate any necessary remediating actions related to investigation findings, including but not limited to:

i. **Internal disciplinary procedures:** If the safeguarding allegation is substantiated, Habitat Bangladesh will discipline the person responsible for the harm in accordance with disciplinary procedures. For staff members, disciplinary actions will be based on the seriousness of the offense and could range from a written warning to termination of employment. For other Habitat Bangladesh representatives (e.g., donors, board members, volunteers, implementing partners, suppliers, etc.), the disciplinary actions will also depend on the seriousness of the offense and may result in the termination of their relationship with [Habitat entity and/or Habitat for Humanity International more broadly].

ii. **Pursuing legal action:** In addition to internal discipline, for all substantiated allegations, Habitat Bangladesh is committed to supporting and/or pursuing appropriate legal action in instances where a crime may have been committed. Since local laws vary on the definitions and illegality of certain behaviors (e.g., abuse, harassment, prostitution, adultery, etc.), Habitat Bangladesh will consult with both the affected person/survivor — including parents of a child survivor — and with appropriate local legal counsel in considering whether to pursue legal recourse. The basis for all such decisions will be documented.

iii. **Other internal remediating activities:** Habitat Bangladesh 's senior management and board, where applicable, will be responsible for ensuring Habitat Bangladesh promptly implements all necessary improvements to any processes or controls to prevent or reduce future occurrences of the safeguarding misconduct.

Revision/review history

Date	Explanation
[Date policy adopted] **August 1, 2025**	**[Initial policy approved by HQ, adopted by BD and approved by HQ as well.** **Muhammad Mahfuzur Rahman – Interim National Director**
[Date policy reviewed]	[No updates made.]
[Date policy revised]	[Summary of revisions]

Chart 1: Ratios

Age	Ratio requirement[9]	Instructions
Under 6	2:3	If parents are present with their child, only two paid Habitat staff members, two partner staff members, or one Habitat staff member and one key/regular volunteer are required.
6–8	2:10	
9–12	2:12	
13–16	2:15	Child labor requirements and restrictions apply for teens involved in volunteer projects.
17–18	2:20	
Child with disabilities	Variable, based on child's needs	Coordinate any special care needs and ratio requirements with the parent to ensure children with disabilities are included in activities or volunteer opportunities.
Gender-balance	At least one adult female	Where girls are participants or volunteers, at least one female will be present in accordance with the recommended ratios.

[9] Ratio of paid staff members, partners or skilled volunteers to children.

Chart 2: RASCI chart — cross-cutting procedures checklist

RASCI is a matrix designed to promote efficiency with project management. The implementation of the Global Safeguarding Policy should be approached as an ongoing project promoting a culture of protection as well as meeting compliance requirements.

Acronyms stand for responsibility, accountable, support, consult and inform. The purpose of the RASCI is threefold:

- It creates actions associated with each safeguarding standard.
- It identifies who acts and the extent of each person's participation in the action.
- It assigns specific roles and responsibilities to each person to clarify how and to what extent each person is expected to contribute to the completion of the actions or standard.

Responsible: The role or person who manages the activities to achieve the action or desired outcome for the standard.

Accountable: The role or person required or expected to justify actions or decisions. This role is ultimately in charge of ensuring that the actions are properly managed by those carrying out activities.

Support: Any role or person helping achieve the action or standard.

Consult: Any role or person who is consulted on a specific action or standard to ensure proper alignment and consistency.

Inform: Any role or person who should be apprised of actions but does not need to respond to achieve the desired outcome.

RASCI for Safeguarding Procedures

Completed by: _____ Date completed: _____

Pillar 1: Governance and Culture

Standard 1: Fostering a Culture of Safeguarding

☐ 1.1. Policy review

Responsible	Accountable	Support	Consult	Inform

☐ 1.2. Annual review and verifications (ARV)

Responsible	Accountable	Support	Consult	Inform

☐ 1.3. Board designation

Responsible	Accountable	Support	Consult	Inform

☐ 1.4. Safeguarding strategy and personnel

Responsible	Accountable	Support	Consult	Inform

☐ 1.5. Leadership responsibilities

Responsible	Accountable	Support	Consult	Inform

☐ 1.6. Communications and fundraising guidelines

Responsible	Accountable	Support	Consult	Inform

Standard 2: Establishing Accountability

☐ 2.1. Personnel

Responsible	Accountable	Support	Consult	Inform

☐ 2.2. Budgets

Responsible	Accountable	Support	Consult	Inform

☐ 2.3. KPIs

Responsible	Accountable	Support	Consult	Inform

☐ 2.4. Board engagement

Responsible	Accountable	Support	Consult	Inform

Standard 3: Risk Management

☐ 3.1. Risk assessments

Responsible	Accountable	Support	Consult	Inform

☐ 3.2. Risk registers

Responsible	Accountable	Support	Consult	Inform

Pillar 2: Prevention

Standard 4: Safer Recruitment

☐ 4.1. Job descriptions

Responsible	Accountable	Support	Consult	Inform

☐ 4.2. Job advertisements

Responsible	Accountable	Support	Consult	Inform

☐ 4.3. Multicultural and gender-balanced teams

Responsible	Accountable	Support	Consult	Inform

☐ 4.4. Interviewing questions

Responsible	Accountable	Support	Consult	Inform

☐ 4.5. Reference checks

Responsible	Accountable	Support	Consult	Inform

☐ 4.6. Background record checks (BRCs)

Responsible	Accountable	Support	Consult	Inform

☐ 4.7. Probationary period

Responsible	Accountable	Support	Consult	Inform

Standard 5: Safer Programming

☐ 5.1. Proposal writing

Responsible	Accountable	Support	Consult	Inform

☐ 5.2. Project design

Responsible	Accountable	Support	Consult	Inform

☐ 5.3. Budgeting

Responsible	Accountable	Support	Consult	Inform

☐ 5.4. Risk assessment

Responsible	Accountable	Support	Consult	Inform

☐ 5.5. DEI analysis

Responsible	Accountable	Support	Consult	Inform

☐ 5.6. Gender and age analysis

Responsible	Accountable	Support	Consult	Inform

Standard 6: Safer Partnerships

☐ 6.1. Partner agreements

Responsible	Accountable	Support	Consult	Inform

☐ 6.2. Due diligence assessment

Responsible	Accountable	Support	Consult	Inform

☐ 6.3. Capacity building

Responsible	Accountable	Support	Consult	Inform

Standard 7: Volunteer Management

☐ 7.1. Code of conduct

Responsible	Accountable	Support	Consult	Inform

☐ 7.2. BRCs

Responsible	Accountable	Support	Consult	Inform

☐ 7.3. Training

Responsible	Accountable	Support	Consult	Inform

☐ 7.4. Supervision plan

Responsible	Accountable	Support	Consult	Inform

☐ 7.5. Child volunteers

Responsible	Accountable	Support	Consult	Inform

Standard 8: Community Engagement and Child Participation

☐ 8.1. Engagement plan

Responsible	Accountable	Support	Consult	Inform

☐ 8.2. Existing risks

Responsible	Accountable	Support	Consult	Inform

☐ 8.3. Child participation

Responsible	Accountable	Support	Consult	Inform

Pillar 3: Training and Awareness

Standard 9: Training and Management Responsibilities

☐ 9.1. Mandatory training

Responsible	Accountable	Support	Consult	Inform

☐ 9.2. Contextualized training

Responsible	Accountable	Support	Consult	Inform

☐ 9.3. Implementing partners, contractors and suppliers

Responsible	Accountable	Support	Consult	Inform

☐ 9.4. Refresher training

Responsible	Accountable	Support	Consult	Inform

☐ 9.5. Managers

Responsible	Accountable	Support	Consult	Inform

☐ 9.6. Visitors

Responsible	Accountable	Support	Consult	Inform

Standard 10: Raining Awareness

☐ 10.1. Mandatory training

Responsible	Accountable	Support	Consult	Inform

☐ 10.2. Availability of information

Responsible	Accountable	Support	Consult	Inform

Pillar 4: Reporting

Standard 11: Reporting Procedures and Mechanisms

☐ 11.1. Responsibility to report

Responsible	Accountable	Support	Consult	Inform

☐ 11.2. Whistleblower Policy

Responsible	Accountable	Support	Consult	Inform

☐ 11.3. Obligation to report misconduct or unsafe programming

Responsible	Accountable	Support	Consult	Inform

☐ 11.4. Community feedback

Responsible	Accountable	Support	Consult	Inform

☐ 11.5. External reporting

Responsible	Accountable	Support	Consult	Inform

Pillar 5: Response

Standard 12: Responding to Reported Concerns

☐ 12.1. Aftercare and survivor care referrals

Responsible	Accountable	Support	Consult	Inform

☐ 12.2. Legal mapping

Responsible	Accountable	Support	Consult	Inform

☐ 12.3. Investigation procedures

Responsible	Accountable	Support	Consult	Inform

☐ 12.4. Investigations

Responsible	Accountable	Support	Consult	Inform

☐ 12.5. Management response

Responsible	Accountable	Support	Consult	Inform

Annex 1: Verbal briefing for visitors

The verbal briefing below may be edited for context.

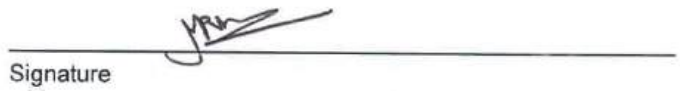
Habitat for Humanity is responsible for ensuring that children, families who partner with the organization, at-risk adults, and community members are safe during any Habitat Bangladesh activity. We have zero tolerance for any form of harm, abuse, discrimination, exploitation or harassment. We also recognize that children are particularly vulnerable to abuse because of their dependency on adults and because of visitors' interest in interacting with children. As part of your presence, we require that you agree to the following:

1. Visitors must always be escorted by a Habitat Bangladesh representative. Please do not meet with any child or adult from the community without accompaniment.
2. All children and adults must be treated with dignity and respect. When interacting with community members, please take care to respect their background (social, emotional, economic and/or familial situation) and refrain from asking invasive or probing questions.
3. When interacting with children or adults from the community:
   A. Please refrain from any critical remarks, raising your voice, or using inappropriate language (e.g., cursing; yelling; criticizing the local culture or norms; commenting on the clothing, hygiene, food or economic status of community members; etc.).
   B. Please abstain from conversations or behavior of a sexual nature toward any child or adult. Verbal behavior that is unacceptable includes but is not limited to any sexual comments, jokes or stories. Non-verbal behavior that is unacceptable includes but is not limited to glares, stares, winks or suggestive gestures. Physical behavior that is unacceptable includes all unwelcome touching, any touching of a sexual nature, wrestling, tickling, patting, stroking (e.g., hair or back), or any other form of touching that may be construed as sexual, inappropriate or culturally insensitive.
   C. Please refrain from any behavior that may be culturally insensitive. [such as Do not touch children's or adults', etc.] This may include comments, mannerisms or conduct that creates offense or is intended to denigrate a child's or adult's culture, community or traditions.
4. All conversations with children or adults from the community must be in an open space or with a Habitat Bangladesh representative present. At no time should visitors request or be granted access to speak with a child or adult alone. Please speak with an even tone/normal voice level and avoid whispering when interacting with children and adults from the community.
5. Please do not express favoritism or show preferential treatment to any child.
6. It is never okay to provide any kind of money, items of value or promise financial support to any child, family who partners with Habitat, or other adults in the community. The exchange of gifts, especially with children, is strictly prohibited.
7. The exchange of contact information is **never** allowed. Please do not ask any child or adult to share their social media handle, email, phone number or other means of contact. Additionally, please refrain from asking personal information about children and adults (e.g., the name of a child's school or where the family lives). If a visitor is privy to specific data or personally identifiable information, any such request will be managed by the appropriate Habitat Bangladesh representative and should not be requested when actively visiting with children and adults from the community.
8. The use of personal mobile phones or other devices (including analog and digital cameras and recorders) to photograph or film during project visits is strongly discouraged. To promote the work that we do in the community, Habitat Bangladesh may request that children assent to photographs and adults provide informed consent, but all photography, video or storytelling is for business purposes only. Visitors are welcome to "reshare" any social media posts that Habitat Bangladesh makes on its official channels. We prohibit images, video or storytelling that catastrophize a child's or adult's experience, perpetuate negative stereotypes, or depict any child or adult as helpless or dependent.
9. During the visit, any concerns observed must be reported to the point of contact for the visit, to a local safeguarding focal point, or via Habitat for Humanity's ethical reporting and accountability hotline, HEAL.

10. Lastly, it is important that all visitors find the experience to be educational, enriching and fun. Please let any Habitat Bangladesh representative know how we can best support your experience.

I acknowledge that I have read and reviewed the visitors' briefing and agree to follow the practices above.

I understand that I should consult with the Habitat Bangladesh project leader, safeguarding officer or other designated Habitat Bangladesh staff person associated with this project or site visit regarding any questions that I may have about the visitors' briefing.



Signature

Date received

Muhammad Mahfuzur Rahman

Name (typed or printed)

NOTE: *This ends the verbal and/or written visitors' briefing. It is important that all Habitat Bangladesh representatives provide briefings for all visitors: donors, celebrity ambassadors, invited guests, government dignitaries. The briefing above can be read to a group or provided as a handout. The Habitat Bangladesh representative should note the date, time and person to whom the briefing was given as part of the project's routine safeguarding documentation.*