

CHILD PROTECTION POLICY

PURPOSE:

As a responsible organization, National Foundation for India (NFI) seeks to safeguard children from abuse, exploitation and protect their rights.

DEFINITIONS:

'Child' is anyone under the age of 18 years". For the Company, the term Child Protection refers to the set of policies, procedures and practice that we employ to ensure that the Company is a child safe organization in which individual children we work with are safe and that we respond appropriately to individual cases of abuse and exploitation (either internal or external to the Company) when they occur.

SCOPE:

The objective of Child Protection Policy is to create environment to protect children during any activity/ interaction by NFI within or outside our place/s of work, to ensure their safety, well-being and protection from any form of abuse whether physical, verbal, psychological, emotional or sexual.

This Policy also includes proactive actions to prevent any situation which may lead to an occurrence of abuse and elaborates steps to respond to situations where a Child is or may be suffering from abuse. NFI- India will hold its representatives to the same standard.

NFI BELIEVES:

- All child abuse involves the abuse of children's rights.
- All children have equal rights to protection from abuse and exploitation.
- Child abuse is never acceptable
- We have a commitment to protecting children with/ for whom we work

CODE OF CONDUCT:

- Hit or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice, which is inappropriate, offensive, or

abusive

- Behave physically in a manner which is inappropriate or sexually provocative
- Have a child/child with whom they are working to stay overnight at their home unsupervised
- Sleep in the same room or bed as a child with whom they are working
- Do things for children of a personal nature that they can do for themselves
- Condone, or participate in, behavior of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse

COMMITTEE FOR REPORTING:

- Rumana Nizami, HR & Admin Officer
- Sujatha PV, Manager – Finance Manager

SETTING UP A SYSTEM OF REPORTING:

When a concern first arises, gathering prompt information is a crucial part of the reporting process.

When informed of abuse by a child, the person to whom the child has approached should ask those questions required to gain a clear understanding of what is being said, (i.e. what, who, where, when) in full confidentiality and then pass on this information without any delay to the line manager and officer - Human Resources. All concerns or allegations must be reported by the recipient of the complaint to the officer - Human Resources within 24 hours of receiving the concern or allegation at Email: rumana@nfi.org.in

NFI ACTION:

NFI will act based on the report submitted and if proven:

- Help the victim and take immediate steps to protect and support the child.
- Carry out appropriate disciplinary actions, including suspension or termination of contract/ employment as warranted.
- Undertake reporting to the competent authority for any violation of Policy which may have been breached as per the norms set by national legislations.
- Take appropriate measures and improve process shortfalls to ensure that such incidents do not occur again.