

# ETHICAL BEHEHAVIOUR TOWARDS CHILDREN POLICY

**A way towards Child protection.....**



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## **Ethical Behavior Towards Children Policy**

SHAKTI Organization (SSCSO), Rayagada believes child protection as its key responsibility. As per Indian constitution any human being under the age of 18 is defined as Child. This policy is applicable and will be abided by all the person/ agencies associated with Shakti (SSCSO) directly or indirectly, like board members/representatives/ volunteers/ staffs/ contractors/ Suppliers/ consultants. They will never engage in any such behavior which will hamper the dignity of the children i.e. ***physical, sexual and emotional abuse, discrimination, mental harassment, sexual harassment, physical/financial exploitation, sexual exploitation, sex trafficking and all other forms of trafficking***. Individuals involved in any one of these will represent as violation of ethical behavior towards children policy. Following principles will be mandatory to be followed by every individuals/ agencies associated with organization as part of organizational faith and commitment to children.

### ***Principles:***

1. To recognize children's best interests and create positive environment.
2. Respect for dignity, liberty & freedom of the child.
3. A child is allowed to express his/ her opinion and can take decision for him/her self.
4. Respect to the child Rights to privacy and confidentiality.
5. Zero tolerance of any form of abuse whether direct or indirect.
6. Provide social justice, care and protection to child.

### ***Application of Ethical Behaviour towards Children:***

It is mandatory for all the Board Members/representatives/ staffs/ volunteers/ contractors/ consultants associated with Shakti Organisation(SSCSO), whether it is part time or full time must sign in the policy document. As an organizational mandate, Shakti Organisation(SSCSO) will never work with any individual/ societies (CBOs/ Federations/ NGO) those are not believing or following this EBTC policy. The organization is defining the sensitive components under EBTC policy are as follows:

**Definitions:**

Sl#	EBTC Components	Definition
1	<b>Abuse</b>	Abuse is defined as any action or situation exposed intentionally that harms or injures the children as the result of the failure of the parent or care taker to ensure a care and protection. Abuse may be physical, sexual, or emotional harm resulting from the actions of the parent, care taker or others. Abuse also includes neglect, the failure to meet a child's basic needs or to protect the child from hazards.
2	<b>Harassment</b>	Harassment is commonly understand that unacceptable/ unhealthy comments or behavior which is disturbs or upsets by shameful, threatening, offensive or physically harmful to the children.
3	<b>Sexual Harassment</b>	Sexual harassment is undesirable sexual progress, comments, jokes, or physical conduct of a sexual nature.
4	<b>Discrimination</b>	Discrimination is unequal treatment of individuals or groups on the basis of personal characteristics such as disability, appearance or group characteristics such as way of life, religious association or sexual orientation.
5	<b>Exploitation</b>	Exploitation is the abuse of power by force or leading people into activities that violate their individual rights.
6	<b>Sexual Exploitation</b>	Sexual exploitation is mishandling a position of power to pressure or demand others to provide sexual favors.
7	<b>Trafficking/ Sex Trafficking</b>	Sex trafficking is to Prevent, Suppress and Punish Trafficking in Persons, which prohibits the recruitment, transportation, receipt of persons, sale, or transfer of person for purposes of commercial exploitation, including sexual exploitation.

**Organization's Believes and Practice:****Non-violation of Policy:**

If any individual/ agencies i.e. representative/ staffs/ volunteers/ Contractor / Consultant's are neglecting their responsibilities or misusing their power, it will be treated as violation of rights of the children. In the organization's point of view it is a criminal offence as it violates the Ethical Behavior towards Children Policy.

**Duties:**

Board Members/Representatives/ staffs/ volunteers/ Contractor/ Consultant will adhere to the EBTC policy and procedure of SHAKTI Organisation (SSCSO). Organization will provide the technical input/ advice on the standards of ethical behavior towards children to all concerned through induction/ capacity building program. Organization may give a copy( Soft/hard) of the policy to follow during their association period. Organization will also ensure that the policy are being adhered by its partner too.

**Point Person:**

All project Heads of different programmes of Shakti Organisation(SSCSO) are designated as the point persons for the concerned programme/project/area office under this policy. The point persons are assigned to handle complaints of violation of EBTC policy. If a staff person or community member hears of any violation of the policy, whether or not directly involved, s/he must report it to the Point Person. The Point person should send the preliminary enquiry report to the General Secretary within 24 hours of receiving the complaint and final report within next 24 hours.

The General Secretary is the point person for any sort of violation of EBTC policy by any board /GB members and project/area heads. Allegation can be filed before him/her and he/she has to dispose the case and if necessary he/she has to take the consent of the board/inform the board.

**Allegation:**

Anyone from SHAKTI/ Community can give the truthful allegation to the project head within the project or General Secretary of the Organisation in a management process as her/ his needed. The case and the name of the alligator will be kept as very confidential. Organization will support the technical guidance and assisting in allegation management to take the appropriate action. It is mandatory that the entire allegation should come in written form.

Shakti Organisation (SSCSO) will not tolerate any form of coercion, intimidation, reprisal, or retaliation against any employee who makes a report regarding a possible violation of this policy or who provides information or assistance in an investigation.

**Action:**

The case will investigate by the project head/ General Secretary directly or investigate by setting up a committee. The decision making power will lie with the General Secretary. In case of formation of fact finding committee, General Secretary will take the financial decision in consultation with coordination with the committee members. In case of any conflict of law in the policy, the decision of the General Secretary is final and it is mandatory that all members will respect to the same. If the General Secretary feels that, the case is conflict with law, he/she may refer the case to appropriate legal authority. It's also his/her moral obligation to inform the representatives of Donor agencies regarding the incident, if it's serious in nature.

**Standard procedure of handling allegation for Point Persons:**

- React calmly and listen carefully to what is being said,
- Reassure the complainant that s/he was right to raise the concern,
- Explain that all information provided will be kept confidential and will be reported only to those involved in the investigation,
- Take what is said seriously - the 'unthinkable' is possible,
- Check safety needs and available support for both complainant and victim (if different people), refer for additional services if necessary,
- Consider any medical needs and refer appropriately,
- Explain what will your next course of action,
- Make a written, signed and dated record of what has been said at the earliest opportunity.

**"I am to Say & I am to act"**

- a. Always show gentle and politeness behaves to every children.
- b. Never call to child into a lonely place.
- c. Never say to child in whispering voice.
- d. Never take photographs of child without her/ his consent and permission of Project head.
- e. Never take photographs of child where sensitive part will visible.
- f. Never touch her/ his body, except any emergency situation.

- g. Never express anything in eye contact.
- h. Never fix you look to the sensitive part of the child.
- i. Never spend night with a lonely child.
- j. Never say or discuss any kind of sexual jokes, comments, storytelling, picture displaying, and letter sending to child.
- k. Never come to child with puts on transparent dresses.
- l. Never encourage to join in sexual process.
- m. Never take outside to the child without the permission of parents or local guardian.
- n. Never say something which is shameful, threatening, offensive or physically harmful to the child.
- o. Never neglect or unequal treatment to children.
- p. Never misuse the power and give the order to child.
- q. Never violet the Rights of child.

**Declaration:**

The board members of Shakti Organization (SSCSO), Rayagada has passed this policy in its board meeting and all board members signed this policy as token of their commitment.

**Enforcement:**

All new board members/ staffs/ volunteers are bound to declare that they will abide this policy in principle, while joining/associating with Shakti Organisation(SSCSO).

**Amendments:**

This SHAKTI EBTC Policy or any rule(s) contained herein is subject to revision at any time at the discretion of the Executive Body of the Organisation. The rules contained herein can be amended, altered or modified at any time as per the situation or need of the management and to align with the law of land.



General Secretary  
Shakti Organisation (SSCSO)

General Secretary,  
Shakti Organisation (SSCSO)

**N.B-{this EBTC Policy is approved by the Executive Body of Shakti Organisation on 29.09.2014 and came into immediate effect.}**