

BRAC INTERNATIONAL SAFEGUARDING POLICY

(For BI Staff, Dhaka Office)



Policy statement

BRAC International is committed to safeguarding by protecting all its employees, participants, volunteers, and partners against abuse, sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect, and exploitation.



Scope

This policy applies to all employees, including regular, contractual, project, service, trainee (including apprentices & interns), volunteers, temporary staff and non-graded staff and programme participants and partners of BRAC International.



Definition of Safeguarding

‘Safeguarding’ refers to the ways of protecting individuals, associated with BRAC, from any kind of abuse and harassment - such as sexual harassment, child abuse, bullying, intimidation, humiliation, violence, discrimination, neglect and exploitation.



Definition of Abuse or Harassment

Abuse or harassment is behaviour or conduct that causes direct or indirect, physical or emotional, damage to an individual or a group to whom the behaviour is targeted. BRAC International’s safeguarding policy includes eight types of abusive behaviours: sexual harassment, intimidation, violence, bullying, humiliation, discrimination, neglect, and exploitation.



Who are at great risk when it comes to safeguarding?

According to BRAC International’s safeguarding policy, the following groups of people are at higher risk of being abused, exploited, and harassed:



Children



Adolescents



Women
(both staff and
programme participants)



Adults with special needs
(both staff and
programme participants)



What are the Standard behaviours to follow?



MUST DO

1. Follow Code of Conduct and policies;
2. Treat everybody with respect;
3. Report any abuse witnessed or experienced or have sufficient information.
4. Be caring towards children, adolescents, women and person with special needs or anyone at risk.



MUST NOT

1. Violate Code of conduct or other policies;
2. Treat anyone with disrespect or harm anyone intentionally;
3. Physically assault anyone;
4. Have sex with children or adolescent; or with adults without consent.
5. Bully or intimidate or humiliate or exploit or neglect anyone.



What is our responsibility regarding safeguarding?

- a) Have clear understanding of safeguarding and how to practice.
- b) Always practice the standard behaviour mentioned in the policy and code of conduct.
- c) Report any wrong doing or violation of safeguarding.
- d) Cooperate in providing correct information to reveal the truth.
- e) Contribute to establish a culture of safeguarding where everyone is prohibited from abuse, harassment and violence.



Where and How-to complaint when an incident of safeguarding violation happens?

- a) Inform immediate supervisor or second supervisor;
- b) Inform BI Safeguarding Manager or Director-HRD, BI
- c) Use the helpline number: **01729071546** or **01730346883**
- d) Use e-mail: **voice.international@brac.net**; **complaint.shrc@brac.net**; **hrd.gmt@brac.net**
- e) You can report a complaint in person or by phone or by e-mail or by letter or by texting.
- f) Sensitivity and confidentiality will be maintained during the investigation process. Necessary steps shall immediately be taken to ensure safety and security of the complainant/victim.



Consequences of breaching Safeguarding Policy

Any staff who breaches this safeguarding policy will be subjected to BRAC International's disciplinary procedure. Such behaviour will be deemed to constitute gross misconduct and, as such, may result in summary dismissal. Any Third party who BRAC International does business with who breaches this policy may be subject to the summary termination of their contract with BRAC International.