**SOP Document Tracker**

|  |  |  |
| --- | --- | --- |
| 1 | SOP No. | S00028 |
| 2 | Doc. ID\* | S0028ADMIN07012020 |
| 3 | Title | Safeguards, Gender and Human Rights Policy of Partners in Prosperity  |
| 4 | E-file name |  |
| 5 | Date of Issue | Issued on 1 July 2020  |
| 6 | Date of Expiry | Until notified |
| 7 | Dates Previous Versions  |  |  |
| 8 | Date of withdrawal  |  |  |
| 9 | Holder Name and Designation |  |
| 10 | Authorized Issuer | Mr. Manab Chakraborty, CEO |
| 11 | Signature of the issuer |  |
| 12 | Place and Date of Signature | Place: Delhi | Date: 1/17/2020 |

PS: \*This document replaces all previous versions, if any.

# Safeguards, Gender and Human Rights Policy of Partners in Prosperity

## Purpose

Partners in Prosperity (PnP) acknowledges its duty of care to protect and promote the welfare of any persons and nature it comes into contact with through its work.

PnP recognises that unequal power dynamics in relationships, particularly gender inequality, can lead to increased vulnerability. PnP commits to creating a safeguarding environment where potential risks are identified, considered and minimised with clear processes and procedures in place for redress.

This Policy lays out the commitments made by PnP, and informs staff, non-staff personnel, consultants, contractors, and partner organisations and institutions of their responsibilities, in relation to safeguarding.

## Policy Statement

PnP values and maintains an organisational culture that is respectful, ethical and fair.

PnP commits to treating everyone equally, irrespective of sex, age, race, national or ethnic origin, colour, religion, sexual orientation, gender identity or expression, or disability.

PnP has zero tolerance towards any form of harm and will take all reasonable steps to safeguard any person -adult or children - linked to the delivery of its work, either by its staff, non-staff personnel, contractors, consultants, or by any partner organisation or institution, from any form of sexual exploitation, abuse and harassment.

Safeguarding in this Policy means the steps that PnP takes to keep all persons with whom it works and comes into contact with through its activities (including children and at-risk adults) safe from sexual exploitation, abuse, harassment and other forms of harm caused by the misuse of power. It includes actions for raising awareness as well as preventing, responding to and reporting on the harm caused by staff, non-staff personnel, contractors, consultants, and partner organisations and institutions.

## Objectives

The objectives of this Safeguarding, Gender and Human Rights policy are:

1. To espouse the cause of the right to gender equality and right to dignified livelihood.
2. To foster a social, physical, and psychological environment that will enable employees to work productively.
3. To strive for gender justice at both institutional and programmatic level.

Partners in Prosperity defines safeguarding, gender, and human rights policy guidelines at two levels: Institutional and programmatic.

1. **Institutional Level**

1. **Staff Policies**: All staff policies, rules and regulations shall be gender sensitive and will be reviewed periodically.
2. **Recruitment:** Partners in Prosperity seeks gender balance in staffing. Women candidates will be encouraged to apply for all vacancies including management and leadership positions both at the field and head office. There will be adequate representation of women in recruitment and interview panels.
3. **Performance reviews:** Gender sensitivity will be one of the performance indicators for assessing employees.
4. **Capacity building for gender sensitization**: We will organize workshops, training programs and discussions for promoting and enabling a gender sensitive work culture. Also, regular trainings will be conducted on awareness and confidence building of field staff, with special focus on women staff.
5. **Harassment**: Our Anti Sexual Harassment policy is gender neutral and is in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

**2. Programmatic Level**

1. Building skills and capacities on gender perspectives to enable greater participation of all sections of community in our programs will be one of our objectives in all programs.
2. All programs will promote equal participation of all stakeholders. To promote and assess inclusion of gender equality in each project, managers will prepare and use a gender equality checklist.

Committee on Sexual Harassment

Composition of our committee on gender sensitization to address gender issues and concerns is in accordance with committee provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

## Applicability

This policy applies to all regular and contractual staff of Partners in Prosperity. In case of a complaint because of an act by a third party, management will take the necessary preventive and reasonable action to support and assist the affected party.

## Reporting

Management will report annually to the Advisory Committee of the Governing Body on implementation of this policy.

## Policy Review

This Policy will be reviewed annually.  All updates to the Policy will be circulated to staff and made available on the PnP website.

## Definitions

This Policy includes a list of definitions related to safeguarding (Annex 1) and examples of a safeguarding concern (Annex 2).

## Annex 1 – Definitions

**Sexual exploitation** – actual or attempted abuse of a position of vulnerability, power or trust, for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

**Sexual abuse** – the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.

**Child sexual exploitation**includes sexual relations with a **child**, in any context, defined as a human being below the age of 18 years. Child sexual exploitation and abuse constitute acts of serious misconduct and are therefore grounds for disciplinary action up to and including termination, and may result in criminal proceedings

**Sexual harassment** – any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents:

* that might reasonably be expected to cause offence or humiliation to the individual; or
* that might reasonably be perceived by the individual as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

**Child abuse** – child abuse includes all forms of physical and emotional ill-treatment, sexual abuse, neglect or negligent treatment, and commercial or other exploitation resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

**Child labour** – child labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling by depriving them of the opportunity to attend school, obliging them to leave school prematurely or requiring them to attempt to combine school attendance with excessively long and strenuous work. Whilst child labour takes many different forms, the worst forms of child labour Include:

* all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict,
* the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances,
* the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties,
* work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

**Human Rights** - In terms of Section 2 of the Protection of Human Rights Act, 1993, "human rights" means the rights relating to life, liberty, equality and dignity of the individual guaranteed under the Constitution or embodied in the International Covenants and enforceable by courts in India.

## Annex 2 – Examples of a Safeguarding Concern

Examples of a safeguarding concern or allegation can include but are not limited to:

* Sexual exploitation, abuse and harassment–this includes rape, sexual assault, indecent exposure, forcing a person to engage in prostitution or pornography, inappropriate looking or touching
* Online or cyberbullying
* Abuse of trust
* Psychological and emotional abuse
* Modern slavery
* Child labour

If a potential safeguarding concern under this Policy involves workplace bullying or harassment, including workplace sexual harassment, PnP staff should first report the behaviour in accordance with PnP’s Harassment and Discrimination Policy.