

**HCLFoundation**

# Child Protection Policy

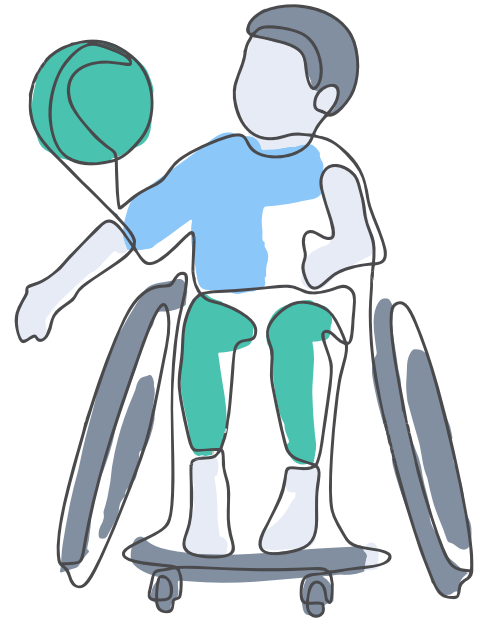
Creating a child safe world

**Code of conduct-staff**

# Code of conduct–staff

## To protect children from abuse and sexual exploitation

HCL Foundation commits itself to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation. Central to our work in social development is our commitment to the healthy and wholesome growth and development of children as the future of society. Consequently, HCL Foundation's staff and partners are expected to contribute to building a harmonious workplace based on shared expectations, mutual respect and understanding where children are safe and allowed to develop to their fullest capacity.



All HCL Foundation's staff are expected to uphold the dignity of those we serve, by ensuring that their personal and professional conduct with clear boundaries, is of the highest standard, at all times in a manner consistent with their role as HCL Foundation representatives and a positive role model to children.

HCL Foundation strongly condemns all kinds of physical, sexual, emotional or psychological abuse and exploitation of children. These constitute acts of gross misconduct and are therefore grounds for disciplinary action, even

leading to termination of employment and reporting to local statutory authorities. All relevant legal steps will be taken corresponding to the legal and social conditions of the local situation.

This Code of Conduct is applicable to all HCL Foundation staff on the rolls of the HCL Foundation or through third-party contracts, consultants, part-time or temporary staff and to those with whom personnel come into contact in the course of their work with HCL Foundation.

HCL Foundation's Code of Conduct requires all HCL Foundation's staff to comply with the following behavioral protocols and expectations in their work and association with the HCL Foundation:

1  
Treat children with respect regardless of nationality, ethnicity, caste, culture, gender, language, religion, political inclination, ethnic or social origin, economic status, disability, birth, family status or other status and recognizing their right to personal privacy.

2  
Never engage in any form of physical punishment/discipline of children/corporal punishment, harassment, discrimination, physical or verbal abuse, intimidation, favoritism or exploitative sexual relations.

3  
Never use inappropriate, demeaning, harassing, abusive, sexually provocative, offensive, discriminatory or culturally offensive language towards/in the presence of children.

- Do not call the child any name that may malign their personality and identity and result in mental and emotional disturbances.
- Never make suggestive remarks or gestures, even in fun.

4  
Never employ children for domestic and other labor work which are not suitable for their age and development stage that interferes with their education, play and recreational activities or which put them in a position to be physically abused or exploited in any form.



Physical contact (touching) with children should only be in response to the need of the child and with their permission. **5**

- Ensure your actions are open and non secretive.
- Do not take children to secluded places.
- Do not do things for children of a personal nature that they can do for themselves.
- Do not hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- In all the above, remember that someone else may misinterpret your actions, no matter how well intentioned.

Do not develop sexual relationship with children and engage them in any form of sexual activity. **6**

- Do not kiss or hug the child tightly, touching/fondling any body parts in a malicious or societally inappropriate manner that is / could be construed as provocative or sexual assault.
- Do not behave physically in manner which is morally/culturally inappropriate or sexually provocative.
- Do not sleep/stay in the same room/bed or close to unsupervised children.
- Do not stay overnight with a child without the presence/ permission of their parent, family member or care giver.
- Do not invite unaccompanied children to private / secluded place without an appropriate reason or without supervision of another adult.

Do not give money, goods and other favors in exchange for children's sexual performance. **7**

Do not treat children in a manner that is detrimental to their dignity or other forms of humiliating, degrading and exploitative behavior.

8

Do not indulge in any personal gratification that is harmful to the child's development or growth.

9

Do not give children alcohol, tobacco products or illegal drugs.

10

Do not consume or use alcohol, tobacco, any narcotics or banned substances, etc. in the presence of children.

11

Do not take photographs, videos, films that depict or show children in an abusive manner.

12

- Do not take photographs of children for personal use. Do not take photographs or videographs of children without permission from children, parents or care givers.
- Do not take photographs or videographs of children in vulnerable and submissive manner or sexually suggestive behavior.
- Do not take photographs or videographs of children when they are not in adequate or proper clothing.
- Do not take and use photographs or videographs of children for any sexual exploitation purpose.

Do not use social media or internet based content in a societally or culturally inappropriate manner or in a way that could be detrimental to a child's physical, mental or emotional wellbeing, growth or development.

13

Be aware of situations that may present risks and pro-actively develop strategies to protect the interests, safety and wellbeing of children.

14

HCL Foundation's staff are expected to behave in accordance with HCL Foundation's values at all times.

16

HCL Foundation's staff must comply with all relevant country's legislations concerning children, for an example Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006, Child Labor (Prohibition and Regulation) Act, 1986, Bonded Labor System (Abolition) Act, 1976 including various provisions regarding children in Indian Constitution. Various International instruments like UN Convention on the Rights of the Child, United Nations Rules for the Protection of Juvenile Justice, 1985 (the Beijing Rules) and United Nations Rules for the Protection of Juveniles Deprived of their Liberty (1990) and others need to be complied with.

15

HCL Foundation Staff should ensure that all Associates and Well-wishers are appraised of and understand the HCL Foundation's Child Protection Policy and the expectations under the same. Additionally, HCL Foundation Staff shall ensure that all Associates and Well-wishers have agreed to abide by the guidelines for their association with the work of HCL Foundation and signs a copy of the relevant guidelines governing such association.

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I have carefully read the Code of Conduct and agree that I understand that the onus is on me, as a person engaged by HCL Foundation, to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing HCL Foundation programmes.

Signed by: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Name: (please print) \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Name (please print) \_\_\_\_\_

# HCLFoundation

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