

## **SEED Ventures' Code of Conduct for Mentors and Staff**

SEED's work is based on deeply held values and principles. Our Vision is to promote and create a protective environment in all of SEED's initiatives those are centred on children and ensure their protection against all forms of violence, abuse, and exploitation during the course of the initiative.

Our Mission is to act as a champion organisation of safeguarding children rights and provide them opportunities to excel with no speculation to current or potential incident of abusing their rights.

Our core Values, which underpin everything we do, are to develop:

- Leadership acumen
- Dignity and respect
- Nurturing ideas
- Protection of rights

Our Values articulate who we are and how we work together to achieve our aims to help young people. If any of us fails to act in a way that is inconsistent with our values and principles, we fail as an organisation and we fail the children and young people we aim to support.

The Code of Conduct provides clear guidance on what we expect of our employees, mentors, volunteers and other representatives as well as providing examples of conduct that will always be unacceptable. It is the responsibility of us all to ensure our behaviour is consistent with this Code. It is also imperative that all mentors will follow the guidance for delivering the programme and engaging with YP, and not deviate from this without prior discuss and consent from SEED.

Our codes of conduct are built on four areas:

1. Protecting the mental health of the child by developing initiatives that improve their acumen and thinking capabilities;
2. Creating an environment during all projects and initiatives where team members are trained to ensure that children with whom or for whom the activities are being conducted are safe from any kind of physical harm or far from the risk of any physical harm;
3. Ensure respectability and dignity is maintained in implementing a project/initiative or conducting an activity where children are safe from any kind of emotional exploitation;
4. Create and develop initiatives that can help the children improve their perspectives, increase their acumen and build their abilities in a specific way to help them be productive members of society.

As an employee, mentor, volunteer and other representative of SEED, we are expected to promote its values and principles and protect its reputation by:

1. Maintain respectable physical distance from the child and never use any form of physical assault or abuse in any instance, this also includes avoiding, preventing and refraining from developing any kind of sexual relationship with the child;
2. Must not indulge in any activity which exploits the child, or puts the child at risk of emotional or physical abuse or harm;
3. The person handling, training and dealing with children must ensure that no unnecessary physical contact is made with the child that can make him or her feel uncomfortable or violated. This also

includes maintaining respectable language (verbal and non verbal) when dealing with children, maintaining a proper tone in communication, and not giving any offensive, derogatory, sexual or vulgar comments;

4. Must not take pictures or videos of the child/children unless prior written or verbal consent has been sought of a well specified purpose from the parent/guardian and child through consent forms;
5. Must not use information, or visual documentation about child on any website, social media, print or electronic media without the written or verbal consent of the parent/guardian and the child;
6. During any project/initiative, team members working on the project/initiative must not leave the child/children unsupervised during an activity;
7. During any project/initiative, team members working on a project/initiative must not make the child travel from one place to another, other than what has been specified for the course of the project without the written or verbal approval of the parent/guardian;
8. During any project/initiative team members working on a project/initiative must not force the child/children to participate in any activity that he/she/they do not wish to participate in or do not have the permission from their parents to participate in;
9. If movement between locations is necessary during a project, project managers and team members are to ensure that they make the necessary transportation and security arrangements required to ensure that the children are transported safely from one location to the other;
10. Must not force the child/children to indulge in an activity that does not conform or goes against their traditions, upbringing and social boundaries;
11. Must not condone or support or participate in behavior with children that is illegal, unsafe and abusive in an emotional, mental or physical way;
12. Must not ostracize or belittle children based on their gender ethnic background, social class or physical disabilities;
13. Develop a relationship with child/children during a project/initiative where they feel free to express themselves, and maximise their potential;
14. At all times maintain a culture within the organisation where issues related to child protection can be brought to forefront, and procedures can be redefined to address and deal with new issues;
15. Team members must report any instances witnessed during any activity/initiative by a team member displayed by another team member from SEED or partner organisation during a project/initiative.
16. Will follow the guidance for delivering the programme and engaging with child, and not deviate from this without prior discuss and consent from seed
17. Must not contact children outside of the planned or agreed programme delivery or activities - this includes connections on social media. This is to make sure that appropriate boundaries are maintained

#### Compliance with the Code

1. SEED ensures that all candidates hired provide relevant identification records. In addition background checks are conducted to confirm the same;

2. The code of conduct specified is shared and discussed with all new employees, interns and the mentors;
3. A compliant management process has been developed to taking care of the necessary issues and its resolution;
4. Project coordinators take notes on how a project is progressing and share their observations regarding any violations of codes of conduct specified above;
5. The Project Manager's or the Focal Person's email and phone number are made available to the POC of the organisation where the project/initiative or programme is being conducted. Instances where mental, emotional or physical violations are reported by the child are directly communicated to the Project Manager;
6. An investigation is carried out to confirm allegations, thereafter if confirmed, the person under question is suspended and terminated from duty immediately. Complete documentation process of any case/ issue/ query will be carried out and the action/s taken would be recorded for further guidance and reference.