

# ChildX - Code of Conduct

## 1. Purpose

ChildX is a Swedish organization that works with children's rights, with a rights-based approach. ChildX is committed to uphold a high level of ethical standards throughout all operations. The main purpose of the ChildX Code of Conduct is to outline the key responsibilities of employees and representatives in relation to the protection and respect of the welfare and rights of the people with whom we work.

### Who is Code for?

The rules apply to all permanent and temporary employees, interns, consultants, volunteers, and all elected ChildX representatives. They all have an obligation to behave according to ChildX's Code of Conduct and to prevent and report misconduct as defined by the Code. They are all required to sign the Code of Conduct.

### When does the Code apply?

The rules in the Code of Conduct serve as a compass to guide us in moral dilemmas though they don't give detailed instructions on how to behave in every situation. If uncertain, always consult a colleague or the secretary general. Always consider if a certain behavior or action reflects negatively on your work performance and/or the image of ChildX negatively, even when you are off duty.

### Awareness and overall responsibility

Managers at ChildX and partner organizations have the overall responsibility to ensure that all employees are familiar with the Code of Conduct, are updated on its content and understand how it applies in their specific context. Each individual employee is obliged to make sure that they understand the purpose and content of the Code of Conduct and know what is expected of them as representatives of ChildX. **The Code of Conduct is a mandatory element during the onboarding process of new employees.**

### How to read the Code of Conduct

The Code of Conduct consists of three sections in one comprehensive document. The sections shall be read all together.

1. The ChildX Code of Conduct
2. The ChildX Child Safeguarding Policy
3. The form to sign and declare that you have understood the content of the Code of Conduct

## 2. Expected behavior

### General

We shall always treat people with respect and remember that we all are responsible for creating an environment that promotes fundamental human rights without discrimination. Information and pictures showing persons shall be handled with integrity and stored safely to avoid putting anyone at risk. For instance, employees are encouraged to use social media to share information about the work of ChildX, however make sure it is in line with the Social Media policy.

### **3. Unacceptable behavior**

#### **Harassment**

It is not permitted to use any kind of discriminatory behavior, harassing conduct, or violence towards a colleague or any other person.

#### **Sexual exploitation and abuse**

Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and is unacceptable behavior and prohibited conduct. As a ChildX employee or representative you act by the following rules:

- Never sexually exploit or sexually abuse any individual.
- Never exchange money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This includes the buying of, or profiting from, sexual services from adults and/or children
- Never exploit the vulnerability of any target group in any context of development, humanitarian or advocacy work.
- Never use your position to withhold development or humanitarian assistance, or give preferential treatment in order to solicit sexual favors, gifts, payments or any other form of personal advantages

Should you engage in a relationship with another ChildX employee, someone in a partner organization or a member in a community where ChildX is supporting long-term development or advocacy work, you need to inform the secretary general. This is to prevent potential conflicts of interests.

#### **Child Safeguarding and protection violations**

Keeping children and youth safe are central and fundamental aspects of all ChildX operations, and as employees or representatives we have to make sure all activities are in line with the Child Safeguarding Policy, an integral part of this Code of Conduct.

#### **Fraud, corruption, and unethical business practices**

ChildX has policies and guidelines to support the understanding of what is expected regarding transparent, honest management of resources and business practices. You are required to keep yourself updated on the content of the guidelines.

These rules always apply

- Never steal or misuse funds, property or any kind of resources.
- Never engage in criminal transactions, falsifying documents, money laundering, taking commissions or influencing tender processes for benefit or illegal activities.
- Never take part in activities that generate personal, organizational, or collective profit such as buying and selling when such activities may affect or appear to affect the credibility or integrity of ChildX.
- Never use or accept bribes, receive, or share profits such as cuts or discounts for personal or improper group gain.
- Never accept gifts of a bigger value e.g., services, travels, tickets for entertainment, material goods from any provider.

- You may accept minor tokens or gifts to show respect for local traditions. Gifts shall always be declared to your manager who decides if it can be kept privately or should be handed over to ChildX.

#### **4. Complaints and incidents**

As an employee you may encounter situations that contradict the values or guidelines of ChildX. It may e.g., concern partners not meeting requirements, or it may concern ChildX programs or an employee who is not living up to the standards of the Code of Conduct. Always report such situations. ChildX must make sure that rights holders, partners, other stakeholders, and employees are safe, and that we can be held accountable to our commitments. Always report directly to your manager or the secretary general any complaints and incidents regarding suspected violations of the Code of Conduct. Should the complaint relate to your supervising manager, report it to the secretary general. Complaints regarding the secretary general shall be sent to the Board of Directors. If requested, you are expected to cooperate in investigations of complaints or incidents.

#### **Disciplinary measures**

Violation of the Code of Conduct will not be tolerated and may lead to internal disciplinary actions or even dismissal. If the violation is a crime, the case will be handed over to law enforcement authorities in accordance with the relevant legislation.

#### **5. Ownership and revisions**

The secretary general of ChildX is the owner of the Code of Conduct. The document will be subject to a review one year after the adoption by the ChildX Board of Directors. Thereafter, a review will take place every three years.

# ChildX - Child Safeguarding Policy

## Background

ChildX's mission is a world free from child trafficking and other forms of commercial sexual exploitation of children.

Our work is based on a holistic child rights based approach including prevention, legal action against perpetrators, minimizing demand and national and international coordination and collaboration. We advocate for durable and efficient solutions on a local, national, regional, and international level that puts the best interest of the child at the forefront of every measure that should be taken.

ChildX Foundation's Child Safeguarding Policy (CSP) is short and accessible, written clearly with assigned responsibility to allow for a broad adoption within the organization. Our CSP is part of our Code of Conduct, and we therefore also require that all our employees and other stakeholders work risk-consciously and follow these rules.

## Purpose

The purpose of the ChildX CPS is to ensure keeping children safe through our programs and associated activities – and to meet the responsibilities set out in the UN Convention on the Rights of the Child to protect children from all forms of abuse, neglect, exploitation and violence. Children have the right not to be discriminated against or subjected to violence, and these rights are at the very core of our organization's work.

## Rules and Regulations

### Absolute Rules

- We never expose children to risk or violence in any form and all our programs and policies are designed with keeping the do no harm principle in mind.
- Any bullying, physical or verbal harassment, inappropriate touching, physical punishment, exposure to pornography e.g. online grooming and trafficking, particularly when being with children, is prohibited.
- As an employee or representative of ChildX Foundation, it is prohibited to engage in any sexual activity with children under the age of 18 years, regardless of consent or the age of majority. Mistaken belief in the age of a child is never a defense for such actions.
- Avoid taking or using images with information that could identify or put children in danger, and avoid images showing children in vulnerable, distressed or compromising situations e.g. sexually suggestive photos and/or where children are not fully dressed.
- Before each major event, we do a risk analysis and measures are put in place to reduce the risks for children who participate. The person responsible for the event is responsible for the risk analysis.
- We do not stay at hotels that offer on-demand 'adult entertainment' or pornography to its guests.

- We treat everyone with the same respect, regardless of age, both off- and online.
- We collect guardians' approval for everyone under the age of 18 who is to participate in events in a place other than where they live, or that requires the child to spend the night away from home.
- We usually collect both the child's and guardian's approval to take pictures / film children up to 16 years. For children over the age of 16, it is sufficient to ask the child. How this is done and how the material is used in practice is described in the foundation's GDPR policy.
- If we know of, or suspect that a child is being harmed, we will report our concern to the appropriate authorities within 24 hours of obtaining the information or forming the suspicion.
- All employees and elected representatives must present a clean extract from the police register before they take office. Employees present this in connection with the commencement of employment to the secretary general, elected representatives to the Nomination Committee and/or the Chairman.
- When working with child survivors, take special considerations to ensure the child's mental and physical well-being including having a trauma sensitive approach to the interaction.

### **Rules where exceptions can be made:**

- Children should not travel at night when it can be avoided. Exceptions can be made with the approval of the child and guardian.
- The main rule is that adults and children do not sleep in the same space. Children who spend the night in connection with ChildX's events must be able to lock themselves in at night so that adults do not have access to the space in which they sleep. Exceptions can be made with the child's and guardian's approval.

### **Guidelines regarding children as elected representatives:**

- The organization is responsible for always reporting threats to children to the police that arise in connection with the children's involvement in ChildX.
- If there is a known threat or a security risk associated with speaking out in public on a certain topic or in a project, the organization should never have a child be the public face or spokesperson in the matter.
- When children in the organization are exposed to cyber-hatred, the organization must as soon as possible initiate a supportive dialogue with the child about what is going on, and together discuss relevant measures on the part of the organization.

Any violations of this policy should be reported to the secretary general who will take appropriate action (legal and/or other as appropriate) within 24 hours. The secretary general will also inform the chairperson of the board of any incidents and report the actions taken in response within the next 24 hours. These reports can be done verbally but should also be documented in written form.

This policy is being reviewed annually by the secretary general of the ChildX Foundation. Should you have any comments or questions regarding the policy contact the secretary general.

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By signing this Code of Conduct – with an on-paper signature or electronic signature – I declare that I have understood the content of the Code of Conduct including the Child Protection Policy, and commit to adhere to it in all aspects.

Date and Place

Name