

## **HABITAT FOR HUMANITY CANADA GLOBAL VILLAGE WAIVER AND RELEASE FOR VOLUNTEERS**

### **PLEASE READ CAREFULLY**

THIS IS A LEGAL DOCUMENT. BY AGREEING TO AND ELECTRONICALLY SIGNING THIS DOCUMENT, YOU ARE GIVING UP CERTAIN LEGAL RIGHTS. YOU ARE ALSO ASSUMING CERTAIN OBLIGATIONS. NOTWITHSTANDING PRECAUTIONS TAKEN, ACCIDENTS AND UNFORTUNATE CIRCUMSTANCES OCCUR AND THEREFORE THIS AGREEMENT MUST BE AGREED TO AND SIGNED BEFORE YOU CAN PARTICIPATE IN A PROJECT. IF YOU DO NOT UNDERSTAND THIS DOCUMENT, PLEASE OBTAIN INDEPENDENT LEGAL ADVICE.

I am freely requesting to be allowed to participate in projects organized by Habitat for Humanity Canada and Habitat for Humanity International (hereafter collectively called "Habitat") on projects either in Canada or internationally (hereafter collectively called "Habitat Projects"). I understand that, in fulfilling my commitments, there may be risks involving, among other things: accidents; injury; changes in the domestic or foreign political situations; different, unavailable and primitive physical health facilities; uncertain transportation and communication facilities; acts of God; sickness; government restrictions; regulations; and the possibility of acts of crime or terrorism. I confirm that I am well aware of and understand these risks, that I am participating at my own choice and, intending to be legally bound, I hereby acknowledge and agree to assume all risk of injury and loss of any kind whatsoever in participating as a volunteer.

In exchange for the privilege of participation in any Habitat Project, I agree as follows:

1. I confirm that I will review all of Habitat Canada's Global Village orientation materials.
2. I understand that my volunteer activities may include, but are not limited to, the following: working at Habitat offices and worksites; working in or for Habitat ReStore operations; loading and unloading materials; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; assisting in disaster relief areas; constructing and rehabilitating residential buildings; other construction-related activities; and other volunteer activities (the "Activities").
3. I understand that the Activities may include work that may be hazardous to me including, but not limited to, exposure to lead, asbestos, and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.
4. I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city(ies) or country(ies) visited. I further understand I may be

traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, instability, inclement weather, or other circumstances that could threaten my health or safety.

5. I understand and agree that my participation in any Habitat Project is on a purely voluntary basis and that I will not in any event, or circumstances be considered an employee, independent contractor or agent of Habitat. I further understand that Habitat may modify or terminate my volunteer activities at any time, without notice or compensation, in accordance with applicable law.
6. I agree that I shall be solely responsible for all claims, demands, damages, costs, expenses, actions, causes of action, whether in law or in equity, resulting from any loss, personal injury, property damage, or the loss or theft of any property, however caused, as a result of, relating to or arising from my participation as a volunteer for Habitat.

I hereby agree to indemnify and save harmless Habitat and its members, agents, and/or representatives and its successors and assigns from and against all liability whatsoever resulting from any loss, personal injury, property damage, or theft referred to in the preceding paragraph (including the cost of defending any suits, actions or claims);

I hereby release and forever discharge Habitat and its members, affiliates, agents, directors, officers, leaders, independent contractors, volunteers, employees and/or representatives, and successors and assigns (hereinafter collectively referred to as the "Releasee") from any and all claims, actions, causes of action, demands, liabilities, obligations, damages, omissions or costs whatsoever, whether now known or unknown, which against the Releasee I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue, arise from, or are in any way related to my participation as a volunteer for Habitat including, but not limited to, personal injury, bodily injury, illness, property damage, loss or death, or the loss or theft of any property, however caused.

I understand and acknowledge that by signing this release I knowingly assume the risk of injury, harm, damage and loss associated with the Activities. I also understand that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.

7. I have been informed that if I or any other person are kidnapped or used for extortion purposes, it is the policy of Habitat not to pay a ransom or comply with any demands made by the person(s) committing such kidnapping or extortion. I hereby release and forever discharge Habitat, its respective affiliates, members, directors, officers, leaders, agents, independent contractors, volunteers and/or employees from all actions, causes of actions, suits, claims and demands whatsoever that may arise or result from my or any other person's kidnapping or use for extortion purposes.

8. In case of any accident or illness, I give permission to any staff or other volunteer of Habitat or their respective affiliates or any authorized representative thereof to seek any medical attention or treatment deemed necessary by such individual for me and I hereby release and waive, as against Habitat and their respective affiliates, members, directors, officers, leaders, agents, independent contractors, volunteers and/or employees or their authorized representative, from any and all actions, causes of actions, suits, claims, demands or expenses that I may have as a result of or in connection with such accident or injury or as a result of or in connection with such medical attention or medical treatment administered in connection therewith, and I will further indemnify and save them harmless from any and all costs, liabilities, expenses, claims, causes of action, suits or demands incurred by them made or taken against them as a result of, connected with or relating to such accident or illness and the medical attention or treatment administered in connection therewith.
9. I will conduct myself in a manner appropriate to a volunteer participant in Habitat Projects and abide by all rules, regulations, orders and directives given to me by Habitat and its respective staff and volunteers in connection with any activity in which I participate for the duration of the Habitat Project, including related travel to and from the project site and related recreational and tourist activities. I will abide by the laws of the jurisdiction wherein a project is located. I will abstain from the use of illicit substances at any time or any substances that could impair me while I am engaged in the Activities. I agree not to become impaired on any occasion while I am engaged in the Activities. While involved in a Habitat Project, should I become involved in any breach of law, whether criminal or civil, I acknowledge that the expense of same, including all defense and other costs and any damages awarded against me, will be borne by me, and that Habitat does not have the ability to protect me from the application of the laws of a foreign country.
10. I understand that Habitat, through its board, management, employees, independent contractors or volunteers, retains the exclusive and sole right to determine, for whatever cause or reason related to safety, good order and discipline, sickness or health, or any other cause, real or apprehended, that I should be returned to Canada prior to the completion of the Habitat Project in which I am involved, in which case I agree to bear the cost of any such return. I agree that I shall not take any action or make any complaint against Habitat for making such a determination or for returning me to Canada. It will further be my responsibility to secure return travel to, and accommodations en route to, Canada should I be required to return for any reason of my own doing prior to the Habitat group returning.
11. I acknowledge that I am fully aware of the medical and health circumstances of the sites where I will be volunteering my services or have had full opportunity to do so. I certify that I have brought to the attention of Habitat any disability requiring accommodation that relates to my participation in any Habitat Project.
12. I acknowledge that Habitat requires and arranges Travel Medical Insurance through Everest Reinsurance Company (insurance underwriter) and International SOS

(assistance provider) for the dates that I am a Habitat volunteer, and that this coverage will be at my own expense.

13. I grant and convey to Habitat all right, title and interest in any and all photographic images and video and audio recordings made by Habitat during the course of my participation with Habitat, including all royalties, proceeds or other benefits derived from such photographs or recordings. I also waive any and all rights, including moral rights that I have in the photographic images or video and audio recordings made by Habitat or its assignees or licensees. I understand and agree that Habitat may use, modify and/or publish these photographic images and video and audio recordings in any manner it considers appropriate.
14. I understand that Habitat will ask for only the information needed to manage the volunteer relationship and all aspects of the Global Village experience I have chosen to undertake. Habitat will not release any personal information I provide, except with my consent or when required by law. As a volunteer of Habitat, I acknowledge and understand that Habitat may disclose or transfer personal information to third parties for the purposes of administering its programs and services, and I hereby give consent to Habitat that personal data provided by me may be shared, as reasonably necessary, with any party involved in the Activities for the purpose of facilitating the administration of my volunteer experience. I further acknowledge and agree that I have read and understood Habitat's terms for collection, use, and disclosure of personal data as set forth in the [Habitat for Humanity Privacy Policy](#).
15. I understand that as a volunteer of Habitat I may receive personal, privileged and/or confidential information concerning families Habitat partners with, affiliate issues, personnel, Habitat's operations or other individuals and organizations with whom Habitat is associated. I will ensure that this information remains confidential and is not disclosed, whether I am actively engaged in Activities or my volunteer involvement with Habitat has ended for any reason.
16. I understand that as a volunteer of Habitat I have the responsibility to read and understand Habitat Canada's Safeguarding Policy, included below. I am committed to maintaining an environment that is safe, productive and respectful of fellow Global Village volunteers, Habitat staff and all those families and communities Habitat works with. I further commit to report any suspected safeguarding misconduct and to help to create and maintain an environment that prevents sexual exploitation, abuse and harassment and safeguards the rights of volunteers, community members, vulnerable adults and children, and staff.

I acknowledge that I have never been:

- **Convicted of a crime of violence or a crime against vulnerable people for which I have not received a pardon;**
- **On a sex offender registry or required to register on a sex offender registry, or similar database.**

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

## HABITAT FOR HUMANITY VOLUNTEER CODE OF CONDUCT

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity as an organization. When you accept a volunteer role with Habitat for Humanity (“Habitat”), you are committing to act in a way that promotes Habitat’s work, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

- 1. Promote a respectful community:** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, degrading or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, discrimination, physical, sexual, and/or emotional violence toward others. Volunteers must not engage in any abuse of authority, position or influence by withholding/restricting access to support/support services, manipulating selection or targeting processes for those we intend to serve. We promote a welcoming, respectful environment by making efforts to understand and honour the local culture and by following all rules and policies set forth by a Habitat program staff member or supervising volunteer. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that permits communities and families with whom we partner with to be identified and/or traced.
- 2. Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behaviour consistent with the Habitat Safeguarding Policy, which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited. Under no circumstances may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.

3. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
4. **Uphold a zero-tolerance policy for alcohol, drugs and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
5. **Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. **Protect organizational assets:** Use reasonable care to protect all Habitat for Humanity resources. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or families we partner with.
7. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from Habitat, you will not disclose confidential Habitat member information or confidential information given to you by others.
8. **Speak up!:** Habitat for Humanity embraces a "see something, say something" culture. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff member or supervising volunteer. You can also anonymously report potential misconduct by reporting a claim to the confidential [Habitat Ethics and Accountability Line](#).

**I acknowledge that I have read, understand and agree to be guided by this volunteer code of conduct. I commit to helping safeguard the rights and dignities of all people I encounter during my volunteer service with Habitat.**

**I understand that I have a responsibility to report any potential misconduct to an appropriate Habitat staff or through the [Habitat Ethics and Accountability Line](#).**

**I understand that Habitat for Humanity has the right to release me from my volunteer position at its discretion, in accordance with applicable law. I also understand that I am responsible for any costs that I may incur due to a violation of the code of conduct.**

Name: \_\_\_\_\_

Signed & Date: \_\_\_\_\_

## HABITAT CANADA SAFEGUARDING POLICY

*Trigger warning: Due to the nature of the subject of safeguarding, this policy contains language about sexual exploitation and abuse. The reader should be aware that it may be emotionally challenging.*

### 1.0 Purpose

Wherever we serve, Habitat for Humanity's intent is to create and maintain a work and life environment that is safe, productive and respectful for colleagues, the people we serve, and the people we partner with. These safeguarding commitments guide our work as we strive to do good for (and never harm) each colleague, partner, beneficiary, and community member that we encounter while providing aid or promoting transformational and sustainable community development through shelter.

### 2.0 Policy

#### 2.1. DEFINITIONS

- **Child** is defined as anyone who is not yet 18 years old.
- **Child Neglect:** Neglect occurs when a Child's basic needs have consistently not been met to the extent that it has a detrimental effect on the Child's health and personal development. These basic needs include food, clothing, shelter and supervision.
- **Child Sexual Abuse:** Child Sexual Abuse occurs when there has been any Sexual Exploitation (as defined below) of a Child. Child Sexual Abuse includes any actual, attempted or threatened sexual activity involving a Child such as intercourse, fondling, oral sex, indecent exposure, or exposing the Child to pornography.
- **Emotional Abuse:** Emotional Abuse occurs when persistent ill treatment of a person affects their self-esteem. This may include name-calling, exclusion, threatening, intimidating or any other acts that can affect the person's physical and emotional growth and self-esteem.
- **Habitat Representatives:** Staff members, board members, Key Volunteers (as defined below) and Volunteers in Leadership Positions (as defined below).
- **Key Volunteer:** Any volunteer, including a partner family member, who, through Habitat for Humanity programming, has consistent and direct contact with vulnerable populations, or is a repeat volunteer who consistently volunteers for more than eight hours per month.

- **Physical Abuse:** Physical Abuse occurs when a person purposefully injures or threatens to injure anyone such as by punching, kicking, or burning. Physical injury may take the form of bruises, cuts, burns or fractures. Physical injuries will not always be visible.
- **Safeguarding** is preventing and responding to Emotional, Physical or Sexual Abuse, exploitation, harassment, or the bullying of the people in the communities we serve (especially Vulnerable Adults (as defined below) and Children) and the people with whom we work or partner.
- **Sexual Abuse:** Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal power dynamics or otherwise coercive conditions.
- **Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another.
- **Sexual Harassment:** Any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written, or visual.
- **Survivor:** A person who suffers harm resulting from a violation of this Safeguarding Policy.
- **Volunteer in Leadership Position:** Any volunteer who has access to Habitat for Humanity's beneficiaries, proprietary or other confidential information, especially if it includes sensitive personally identifiable information, or who has direct contact with beneficiaries.
- **Vulnerable Adult:** A person aged 60 or older with an impaired functional, physical or mental ability to care for themselves or an adult aged 18 or older who has a developmental disability and/or requires assisted care.

## 2.2. SAFEGUARDING BEHAVIOUR COMMITMENTS

Habitat for Humanity is opposed to any form of discrimination, exploitation and abuse, including slavery, coerced conscription, prostitution, trafficking of people for any purpose, Vulnerable Adult or Child abuse, and dangerous or exploitative Child labour. In the design and implementation of programs and policies, we seek to work without bias, to do no harm, and to minimize (rather than contribute to) the consequences of discrimination, exploitation and abuse.

All Habitat Representatives commit to respect and safeguard the rights and dignities of all people, and to protect our staff members, volunteers, partners, research participants, community members (especially Vulnerable Adults and Children) and those we intend to serve, from exploitation and abuse. This includes following the standards of behaviour listed below, both at work and away from work:

- Respecting, promoting and safeguarding the rights and dignities of all people (with particular attention to those we intend to serve, Vulnerable Adults and Children) without discrimination or bullying of any kind.
- Treating all those we serve or intend to serve with respect, courtesy and dignity.
- Not engaging in any form of humiliating, degrading or exploitative behaviour toward those we serve or intend to serve in any circumstances.

- Not engaging in any abuse of authority, position or influence, such as by withholding humanitarian assistance or manipulating selection or targeting processes for those we serve or intend to serve.
- Helping to create and maintain an environment that prevents Sexual Exploitation and Abuse and that safeguards the rights of those we serve and intend to serve, research participants, and community members (especially Vulnerable Adults and Children).

### **2.2.1. Prevention of Sexual Abuse, Exploitation and Harassment**

All Habitat Representatives are prohibited from engaging in Sexual Abuse, Sexual Exploitation and Sexual Harassment. This includes following the standards of behaviour listed below, both at work and away from work:

- Not engaging in Sexual Abuse, Sexual Exploitation or Sexual Harassment.
- Not engaging in sexual activity with a Child regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Not exchanging money, employment, goods or services (including assistance that is due to those we serve or intend to serve) for sex, sexual favors or other forms of humiliating, degrading or exploitative behaviour.
- Not engaging in a sexual relationship with those we serve or intend to serve, since it is based on inherently unequal power dynamics and undermines the credibility and integrity of Habitat for Humanity's charitable mission.

### **2.2.2. Child Safeguarding**

Habitat for Humanity believes that all children in all circumstances have the right to feel and be safe and to live free from harm, exploitation, abuse and harassment. Habitat for Humanity strives to be a child-safe organization and to reduce the risk of Child abuse in all aspects of our operations.

Habitat Representatives are prohibited from engaging in Child Sexual Abuse or Child Neglect. We must be aware of and comply with applicable local, provincial, and federal legislation related to child welfare and protection. We will strive to design our programs and execute Habitat for Humanity's mission in alignment with the following standards:

- Always keeping the health and safety of Children paramount.
- Considering Child Safeguarding in project planning and implementation to determine potential risks to Children associated with project activities and operations.
- Working to ensure that personal dignity and respect for Children is maintained in all projects, programs, and departments.
- Applying measures to reduce the risk of Child Sexual Abuse or Child Neglect, including but not limited to:
  - Limiting unsupervised interactions with Children.
  - Prohibiting exposure to pornography.
  - Complying with appropriate data responsibility standards and with applicable laws, regulations or customs regarding the photographing, filming or other activities generating images or audio recordings of Children.

### 2.2.3. Prohibition of Prostitution, Pornography and Human Trafficking

- a) **Prostitution:** Habitat for Humanity expressly prohibits sex trafficking and the procurement of commercial sex acts by any Habitat Representative.
- b) **Pornography:** Habitat affiliates will adhere to an affiliate board-approved internet use policy that prohibits all Habitat Representatives from accessing, possessing or circulating pornographic content using affiliate computers, affiliate-supported electronic devices, affiliate email accounts, affiliate-related electronic distribution lists, or an internet connection paid for by the affiliate; this includes sharing of emails or group texts (including jokes) containing explicit images. The policy should live in the employee handbook and appropriate volunteer documents. Habitat Representatives are also expected to model this behaviour away from the workplace.
- c) **Trafficking:** Habitat for Humanity expressly prohibits human trafficking and the use of forced labour by any Habitat Representative.

## 2.3. REPORTING AND HANDLING COMPLAINTS

### 2.3.1. Expectations of reporting

Habitat for Humanity International expects all Habitat Representatives (especially managers) to report all suspected Safeguarding misconduct immediately and expects affiliates to take swift action upon receiving a complaint.

Affiliates will adopt clear guidelines stating the responsibility to report potential Safeguarding misconduct and the disciplinary consequences of noncompliance. The guidelines will include a reporting process and require immediate notification to Habitat for Humanity International using the Habitat Ethics and Accountability Line (formerly known as MySafeWorkplace®) (link [here](#)) or by calling (800) 461-9330 for incidents in the following categories: Sexual Abuse, Physical Abuse, Emotional Abuse, Sexual Exploitation and Neglect.

Habitat for Humanity International will notify Habitat for Humanity Canada of any reports received concerning Habitat for Humanity Canada or a Canadian affiliate and will consult with Habitat for Humanity Canada, and with local affiliate management as appropriate, on the ensuing process, which may include investigation and/or notification of third parties.

### 2.3.2. Expectations of handling complaints

Habitat for Humanity affiliates will have an investigation process which should include a commitment to protecting confidentiality, clear documentation requirements, protocols for communication with the Survivor, and potential corrective actions. Habitat for Humanity affiliates will offer whistleblower protection in compliance with a board-approved whistleblower policy.

### 2.3.3. Outside reporting

Habitat for Humanity affiliates will comply with all relevant requirements related to mandatory reporting of alleged or confirmed Safeguarding misconduct to local authorities according to their

local jurisdiction. Additionally, there may be circumstances due to contractual, legal or donor obligations where it is required or appropriate to report alleged or confirmed Safeguarding misconduct to external parties such as donors, regulators or other governing bodies. Finally, Habitat for Humanity affiliates' approach for voluntary sharing of information related to Safeguarding misconduct allegations and investigations should be guided by the parallel philosophies of transparency (to donors, regulators and the public) and confidentiality (for the protection of Survivors). Wherever possible, information will be presented in a way that protects the Survivor's anonymity for confidentiality and safety reasons (except where relevant law might require disclosure).

#### **2.4. PROTOCOLS FOR SURVIVOR ASSISTANCE**

Support may be offered to Survivors, regardless of whether a formal internal response such as an internal investigation is carried out. In considering offering support, Habitat for Humanity may consult with both the Survivor and with appropriate local specialists. All decisions related to Survivor assistance will be documented.

#### **2.5. OPERATIONAL CONSIDERATIONS FOR SAFEGUARDING**

##### **2.5.1.**

Habitat for Humanity affiliates will designate a Safeguarding Officer responsible for enacting this policy and sharing awareness on the issue of Safeguarding. The Safeguarding Officer will not be responsible for reporting (other than as a Habitat representative) or investigation unless otherwise agreed with the affiliate. In addition, affiliates will consider Safeguarding principles during strategic and project planning, along with monitoring and evaluation activities.

##### **2.5.2.**

Habitat for Humanity affiliates will ensure that their boards of directors receive regular updates on any Safeguarding allegations and investigations to facilitate effective process oversight.

##### **2.5.3.**

Habitat for Humanity affiliates will provide regular Safeguarding training and periodic refresher Safeguarding training as directed by Habitat for Humanity International or Habitat Representatives associated with the affiliate and may consider making such training available to other volunteers as it deems appropriate.

A Safeguarding training course is available from Habitat for Humanity International's Habitat Learns website here:

[Safeguarding Essentials Course: Habitat Learns](#)

##### **2.5.4. Safeguarding Protocols during Recruitment**

Safeguarding protocols must be considered during recruitment, for employees who have not been subject to a background check, and for board members and Key Volunteers who have not been subject to a background check in the previous three years, including consideration of references and available sources such as criminal background checks, sexual offender registries, and child abuse registries. For any prospective Habitat for Humanity employees, board members, or Key

Volunteers who are known to have had previous experience at another Habitat for Humanity organization, a reference check must be received by that organization and documented. Affiliate leaders receiving such reference requests will be expected to share any pertinent information of a serious nature relating to safeguarding matters and, if in doubt, should consult with their local legal counsel.

In rare cases where local law limits the ability to conduct a background check, Habitat for Humanity will seek local legal guidance and develop appropriate compensating controls. For information and resources regarding background checks, please see the link in the Supporting Resources section below.

### **3.0 Rationale**

Habitat for Humanity recognizes that everyone has a right to equal protection from all types of harm or abuse. This policy sends a clear message that exploitation and abuse are not tolerated across the entire Habitat for Humanity network.

#### **SUPPORTING RESOURCES:**

- [Habitat for Humanity's commitment to safeguarding \(w/ENG subtitles\).](#)
- [Guidance for raising concerns](#)
- [https://habitatlearns-sso.exceedlms.com/student/path/1005455-us-canada-affiliate-safeguarding-training?sid=a35732b6-3e00-45f0-90a4-3e17db482bdc&sid\\_i=15](https://habitatlearns-sso.exceedlms.com/student/path/1005455-us-canada-affiliate-safeguarding-training?sid=a35732b6-3e00-45f0-90a4-3e17db482bdc&sid_i=15)
- [Safeguarding Essentials Course: Habitat Learns](#)
- [Prevention of Sexual Exploitation and Abuse \(PSEA\)](#) on Disasterready.org or [Prevention of Sexual Exploitation and Abuse](#) on Kaya Connect

**The Safeguarding Policy describes Habitat for Humanity's commitment to preventing and responding to harm caused by physical or sexual abuse or exploitation, harassment, or bullying of Habitat Representatives, people in the communities we serve (especially vulnerable adults and children), and people who we partner with.**

**I acknowledge that I have read and reviewed the requirements contained in the Safeguarding policy and agree that I will follow them. I further commit to report to Habitat Ethics and Accountability Line reporting tool ("HEAL") any suspected safeguarding misconduct and to help to create and maintain an environment that prevents sexual exploitation and abuse, safeguards the rights of beneficiaries, research participants, and community members (especially vulnerable adults and children), and promotes the implementation of Habitat for Humanity's Volunteer Code of Conduct**



We build strength, stability and self-reliance.

**Name**

**Signature & Date**

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### Individual Acknowledgment

I acknowledge that I have had an opportunity to read this document and all hyperlinks to related documents, fully understand its terms, and have had an opportunity to seek clarification concerning its terms.

I acknowledge that neither Habitat nor any of its respective staff or volunteers have taken any step to induce me, by threat or any other improper means, into signing this document.

I understand that if I have any questions regarding this document, I should obtain legal advice prior to executing this document.

This Acknowledgement, Release and Waiver shall be binding upon me and my heirs, executors, administrators and assigns and shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and will be treated in all respects as an Ontario contract. I agree that, in the event that any clause or provision of this document shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this document which will continue to be enforceable.

I certify that I am over the age of 18 and in decent physical condition to carry out activities and I certify that I have read and understood the

- Habitat for Humanity Canada Volunteer Code of Conduct
- Habitat for Humanity Canada Safeguarding Policy

Name

Signature & Date

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