This policy applies to all Habitat for Humanity Canada (HFHC’’) Global Village volunteers.

In accordance with its foundational mission principles, Habitat for Humanity is committed to the highest ethical standards and opposes all forms of discrimination, exploitation and abuse. Our intent is to create and maintain an environment that is safe, productive and respectful for our fellow Global Village volunteers and for all we serve. The purpose of this Safeguarding Policy is to:

- Define safeguarding as “Preventing and responding to harm caused by physical or sexual abuse or exploitation, harassment, or bullying of the people in the communities we serve (especially vulnerable adults and children) and also the people who we work or partner with”;
- Increase understanding of safeguarding risks and define responsibilities for appropriate safeguarding behavior by all Global Village volunteers;
- Establish processes for required safeguarding protocols during recruitment and training of Global Village volunteers;
- Define processes for Global Village volunteers to report concerns regarding suspected safeguarding misconduct to promote a culture of accountability and transparency;
- Establish standardized processes for investigating and managing reported allegations of safeguarding misconduct; and
- Reinforce Habitat for Humanity’s zero-tolerance culture for any Global Village volunteer who violates safeguarding principles.

These ‘safeguarding’ principles guide our work as we strive to do good (and never harm) to each volunteer and community member that we encounter while providing aid or promoting transformational and sustainable community development through shelter.

REMEMBER
Safeguarding is preventing and responding to harm caused by physical or sexual abuse or exploitation, harassment, or bullying of the people in the communities we serve (especially vulnerable adults and children) and also the people who we work or partner with.
(1) Habitat for Humanity’s Safeguarding Behaviour Commitments

Habitat for Humanity is opposed to any form of discrimination, exploitation and abuse, including slavery, coerced conscription, prostitution, trafficking of persons for any purpose, vulnerable adult or child abuse, and dangerous or exploitative child labor. In the design and implementation of programs and policies, we seek always to work without bias, to do no harm and to reduce (rather than contribute to) the consequences of discrimination, exploitation and abuse.

All Global Village volunteers commit to respecting and safeguarding the rights and dignities of all people, and protecting other volunteers, partners, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. This includes the following general standards of behavior:

- We will respect, promote and safeguard the rights and dignities of all people (with particular attention to beneficiaries, vulnerable adults and children) without discrimination or bullying of any kind.¹
- We will treat all intended and actual beneficiaries with respect, courtesy and dignity.
- We will not engage in any form of humiliating, degrading, or exploitative behavior toward beneficiaries in any circumstances.
- We will not engage in any abuse of authority, position or influence by withholding humanitarian assistance or manipulating selection or targeting processes for beneficiaries.
- We will not condone, endorse or participate in any illegal activities conducive to theft, corruption, conflicts of interest, or other activities seeking illegal economic gains.²
- We will 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 code of conduct. (Note: team leaders have particular responsibilities to support this environment. A significant failure to support and such systems and report any incidences, will result in disciplinary consequences, up to and including denial of future participation with Habitat for Humanity volunteer opportunities including GV builds.)

A. Prevention of Sexual Exploitation and Abuse

Sexual exploitation and abuse (SEA) occurs when people in power exploit or abuse vulnerable populations for sexual purposes. All Global Village volunteers are prohibited from engaging in sexual exploitation or abuse.

- **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 abuse**: Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal power dynamics or otherwise coercive conditions.

Global Village volunteers commit to the following safeguarding principles and SEA prevention standards (as established by the United Nations) both at work and away from work:

¹ See the HFH Harassment, Bullying and Discrimination Policy for further details.
² See the HFH Fraud Policy and Conflict of Interest Policy for further details.
• We will never engage in sexual exploitation or abuse.
• We will never engage in sexual activity with a child (person under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
• We will never exchange money, employment, goods or services (including assistance that is due to beneficiaries) for sex, sexual favors or other forms of humiliating, degrading or exploitative behavior.
• We will not engage in a sexual relationship with a beneficiary, since it is based on inherently unequal power dynamics and undermines the credibility and integrity of Habitat for Humanity’s charitable mission.

Such activities constitute gross misconduct and are grounds for termination of the individual’s employment or relationship with Habitat for Humanity. In addition, Habitat for Humanity will actively support the prosecution of individuals in cases of proven misconduct.

B. Child Protection

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 and abuse. Habitat for Humanity strives to be a child-safe organization and to reduce the risk of child abuse in all aspects of our operations.

1. Prevention of child abuse, exploitation or neglect: All Global Village volunteers are prohibited from engaging in child abuse, exploitation, or neglect.

   • **Physical Abuse:** Physical abuse occurs when a person purposefully injures or threatens to injure a child or young person (such as by punching, kicking, burning, etc.). Physical injury may take the form of bruises, cuts, burns or fractures. It is not always the case that the physical injuries will be visible.
   
   • **Emotional Abuse:** Emotional abuse occurs when persistent ill treatment on a child affects their self-esteem. This may include name-calling, rejection, threatening, intimidating or any other acts, which can affect the child’s physical and emotional growth, and self-esteem.
   
   • **Sexual Abuse:** Sexual abuse occurs when there has been any (or likely) sexual exploitation of a child by an adult. Sexual abuse includes any actual, attempted or threatened sexual activity involving children (such as intercourse, fondling, oral sex, indecent exposure, exposing the child to pornography, etc.).
   
   • **Commercial Sexual Exploitation of Children (CSEC):** CSEC occurs when a child is sexually abused or exploited in return for cash or any other goods or services. Examples of CSEC include children in prostitution, children involved as subjects in child pornography and child sex tourism.
   
   • **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.

Such activities constitute gross misconduct and are grounds for termination of their relationship with Habitat for Humanity. In addition, a significant failure to report suspicions that such activities may be occurring by another Global Village volunteer will not be tolerated and can result in termination of their relationship with Habitat for Humanity. Furthermore, Habitat for Humanity will actively support the prosecution of individuals in cases of proven misconduct.

2. Proactive child protection: Habitat for Humanity will design its programs and execute its mission in alignment with the following standards:

   • We will keep the health and safety of children paramount at all times.
We will consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations.

We will work to ensure that personal dignity and respect for children is maintained through all projects, programs and departments.

We will apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to:

- Limiting unsupervised interactions with children;
- Prohibiting exposure to pornography; and
- Complying with Habitat for Humanity data responsibility standards, as well as applicable laws, regulations, or customs regarding the photographing, filming, or other image-generating activities of children.

We will ensure compliance with local child welfare and protection legislation or international standards (whichever gives greater protection) and with Canadian law where applicable.

C. Prohibition of Prostitution, Trafficking and Forced Labor

1. **Prostitution**: Habitat for Humanity expressly prohibits sex trafficking and the procurement of commercial sex acts by any Global Village volunteer. We will never exchange money, employment, goods or services (including assistance that is due to beneficiaries) for sex, sexual favors or other forms of humiliating, degrading or exploitative behavior. These standards apply at all times (including when on leave or off duty) and even when commercial sex acts are legal in the local context.

2. **Pornography**: Habitat for Humanity expressly prohibits all Global Village volunteers from accessing, possessing, or circulating pornographic content. This includes sharing of emails or group texts (including jokes) containing explicit images with HFH staff, and Global Village volunteers, and these standards apply at all times, even when on leave or off duty. Such actions violate Habitat for Humanity’s commitment to create and maintain an environment that prevents harassment and sexual exploitation or abuse, and therefore will result in disciplinary consequences, including termination of their relationship with Habitat for Humanity, against the individuals involved.

3. **Dangerous or Exploitative Child Labor**: While Habitat for Humanity actively welcomes volunteers, parental or guardian permission is required for any child under the age of legal majority (18 years of age) to work at a Habitat for Humanity build site.

(2) Habitat for Humanity’s Required Reporting Protocols for Potential Safeguarding Misconduct

A. **Expectations for reporting**

All Global Village volunteers (especially team leaders) have a responsibility to report potential safeguarding misconduct.

(1) Global Village Volunteers are expected to be able to recognize and be alert for the signs of potential safeguarding misconduct, such as abuse, exploitation or neglect.

(2) Significant failure to make a timely report of potential safeguarding misconduct (especially by team leaders) will be subject to discipline, including termination of their relationship with Habitat for Humanity.

B. **Protocols for reporting**

JUNE 2019
Any Global Village volunteer who has knowledge or reasonable suspicion of safeguarding misconduct (whether by a Habitat representative or another volunteer) must:

1. **Immediately:** Notify their team leader. If the individual has reason to believe that their team leader may be involved in the misconduct (or feels significantly uncomfortable raising such concerns to their supervisor), he or she must immediately notify:
   - the Habitat Canada Program Specialist and the country Host Coordinator.

2. **Within 48 hours:** Also ensure that the team leader should complete the report template (Appendix B) outlining the incident and email Habitat Canada Volunteer Program Manager and country Host Coordinator.

3. **Due to the sensitivity of such situations,** the individual who receives a safeguarding complaint **SHOULD NOT START ANY INVESTIGATIONS** (including gathering preliminary evidence or questioning the survivor, the accused or any potential witnesses after the initial complaint is received), but rather report the concerns to the team leader and Habitat Canada staff.

Once Habitat Canada is made aware of any allegations of misconduct, proper procedure will be carried out according to Habitat International Safeguarding Policies.

A. **Confidentiality:** All investigations will be performed in a manner designed to protect confidentiality and will not be disclosed or discussed with anyone other than those who have a legitimate need to know the details of the case.

B. **Documentation:** Where the investigation is performed by Habitat for Humanity investigators, all investigation procedures, findings and recommendations will be thoroughly documented in accordance with Habitat for Humanity’s policies.

C. **Communications with the survivor:** Habitat for Humanity will provide the survivor with periodic updates on the status of the investigation. In addition, Habitat for Humanity will provide the survivor with a summary of the investigation findings when the investigation is completed.

D. **Management remediating actions:** Upon receipt of the investigation report or memo, management will promptly initiate any necessary remediating actions related to investigation findings, including but not limited to:
   1. **Internal disciplinary procedures:** If the investigation confirms the allegations of safeguarding misconduct, Habitat for Humanity will discipline the person who engaged in the safeguarding violation in accordance with the organization’s normal disciplinary procedures. For Global Village volunteers, the disciplinary actions will also depend on the seriousness of the offense and may result in the termination of their relationship with Habitat for Humanity.
   2. **Pursuing legal recourse:** In addition to internal discipline, if the investigation confirms the allegations of safeguarding misconduct, Habitat for Humanity is committed to supporting and/or pursuing appropriate legal recourse in instances where a crime may have been committed. Since local laws vary on the definitions and illegality of certain behaviors (e.g. abuse, harassment, prostitution, adultery, etc.), Habitat for Humanity will consult with both the survivor and with appropriate local legal counsel, in considering whether to pursue legal recourse. The basis for all such decisions will be documented.

REMEMBER
If you see something, say something.
(3) **Other internal remediating activities:** Habitat for Humanity’s senior management (and Board where applicable) will be responsible for ensuring Habitat for Humanity promptly implements all necessary improvements to any processes or controls to prevent or reduce future occurrences of the safeguarding misconduct.

(3) **Safeguarding Protocols during Recruitment**

To uphold the principles of Safeguarding and Beneficiary and Child Protection, the following steps will be taken during Global Village’s recruitment processes for team leaders

A. **Criminal background checks**

Criminal Background Checks are required for team leaders before they can start planning their GV builds. Habitat for Humanity reserves the right to not accept team leaders with a prior conviction or misdemeanor directly or indirectly related to sexual assault or beneficiary or child abuse.

Habitat for Humanity may expand the scope of individuals who receive background screening (as described above) based on additional risk factors or donor requirements in order to meet the intent of these safeguarding principles.

(4) **Safeguarding training**

A. **Onboarding**

At the time of onboarding, all Global Village volunteers will be required to read and acknowledge the Safeguarding Policy.

B. **Periodic training**

Refresher and supplementary training will be provided on a periodic basis for Global Village volunteers that involve direct contact with beneficiaries.

**Safety and Security**

**Terrorism**

Any construction, work or operation of any kind whatsoever performed by or on behalf of Habitat Canada, whether domestic or foreign, shall be performed only in strict compliance with all governing laws, statutes or ordinances. In particular, any Affiliate with whom Habitat Canada has agreements shall not apply any Habitat Canada resources or funds to the direct or indirect support of terrorism and shall represent and warrant that it does not support and has never supported and will not in the future support, directly or indirectly, any terrorist activities or terrorist groups.

**Personal Health and Safety**

Habitat Canada understands that some countries in which international projects are located may be subject to political or criminal unrest. To that end, Habitat Canada asks that all volunteers who wish to participate in international projects be familiar with not only this policy document, but also particular issues concerning those countries as may be discerned from other sources including embassies, high commissions and trade offices located in Canada.

Personal security requires that staff and volunteers who agree that they are ready, willing and able to carry out tasks that may be assigned to them accept personal responsibility for their own health and other related concerns.

These policies, taken together, will allow Habitat Canada and its affiliates to foster a reasonable and safe environment for Habitat Canada volunteers and staff, and provide a framework for investigating allegations of untoward conduct so as to create and maintain safe environments.

**Volunteer and Staff Positions Engagement Policy**

- All Habitat Canada volunteers and staff will receive a copy of this policy and are required to acknowledge, in writing, that they have received, read and understood the policy.
- All volunteers and staff shall be engaged in accordance with the completion of an application that shall be reviewed by the President and CEO or equivalent of the entity to which application is made.

- All volunteers shall be required to sign a release and waiver of liability in the format from time to time prescribed by Habitat Canada which releases Habitat Canada from any injury and declares the volunteer to be in good health.

- All volunteers and staff who may or are expected to become involved in the supervision and care of children and who are not the parents or legal guardians of such children shall, prior to being placed in such a role, provide a letter of reference or such similar document from their local police detachment indicating that they have not at any time been convicted of an offence involving physical, mental or sexual abuse of children. Such record shall be maintained in the file of the staff or volunteer.

**Crisis Policies**

In the event of a crisis constituting a threat to the well-being of staff and volunteers on a Habitat Canada project, Habitat Canada will create a crisis management team to handle the crisis through resolution and follow-up. In the context of international projects, Habitat Canada will liaise with the appropriate Canadian embassy or High Commission or, where there is no Canadian representation, the British embassy, to seek advice and support for Habitat Canada staff and volunteers.

- As a matter of policy, Habitat Canada will not pay ransom or any other form of extortion demanded for any staff or volunteer who may be involved in a crisis situation.

- Habitat Canada will assist in the arrangement of transportation to remove Canadian resident volunteers and staff from a crisis zone should they be threatened.

- Canadian volunteers who must leave the site of any Habitat for Humanity project are responsible for the arrangement of their own transportation back to Canada, unless their departure is due to a crisis situation.

**Personal Health and Safety**

Habitat Canada encourages participation by volunteers from all walks of Canadian society. While every volunteer has a contribution to make, not every volunteer will have the same abilities to make that contribution. Any volunteer who is or may be prevented by a medical or other condition from providing labour services typically encountered during construction should so advise the person co-ordinating their voluntary services. It is the obligation of every volunteer to assess climatic and other factors relevant to their providing services for any particular project.

- Volunteers will be asked to acknowledge through the application and waiver and release forms mandated by HFHC that they are ready, willing and able to provide voluntary services, are fully aware of the medical and health circumstances of the sites where they will be volunteering their services, and have no physical or mental health issues that would interfere with their participation in any Habitat for Humanity project.

- Volunteers will be asked to sign a waiver to release Habitat Canada from liability associated with voluntary work. Youth, whether individual or group members involved in a Habitat for Humanity project under supervision of a Habitat Canada staff member or volunteer, will obtain from their parent or guardian a Consent and Release allowing them to take part in Habitat Canada projects.

- In the case of voluntary projects located outside of Canada, Habitat Canada cannot make any representation as to the safety or condition of the country wherein the work will take place. To that end, volunteers should take such steps to inform themselves of the political and medical climates of such countries and their own personal needs before accepting any position connected with a Habitat Canada project.
Appendix A: Form summarizing type of info that should be submitted to Habitat Canada staff re: safeguarding or other misconduct

1. Date of this report
2. Country
3. City/Province
4. Date concern was identified or date and time of incident
5. Specific location of concern/incident
6. Person(s) involved

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Job Title or Relationship to HFH</th>
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<tbody>
<tr>
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7. Description of concern/incident

8. Other witnesses (especially HFH staff) involved

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Job Title or Relationship to HFH</th>
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<tbody>
<tr>
<td>1</td>
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9. Was the incident the first of its kind? If not, indicate approximate dates of previous incidents/report.

10. What HFH programs, grants, partners or donors may be impacted by this report?

11. Name and title of person preparing this report (printed):

12. Relationship of the person preparing this report to the person involved in this incident:

13. Signature of person preparing this report:
## Appendix B: Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>HFH Representative</td>
<td>An individual acting on behalf of Habitat for Humanity, including but not limited to board members, staff members, contractors, interns, AmeriCorps members (including VISTA members), volunteers, implementing partners, and suppliers</td>
</tr>
<tr>
<td>Target Populations</td>
<td>Individuals or groups that the humanitarian activities of the respective disaster response program or humanitarian operations are intended to serve.</td>
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<tr>
<td>Beneficiary</td>
<td>An individual who applies to receive or who receives from HFH (or its staff and volunteers) shelter assistance or another form of protection, service, or other intervention.</td>
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<tr>
<td>Child</td>
<td>A child or children are defined as persons who have not attained 18 years of age.</td>
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<tr>
<td>Vulnerable Adult</td>
<td>A person over the age of 18 with a physical, mental or life status that causes particular vulnerability (such as a physical or mental disability).</td>
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<tr>
<td>Harassment</td>
<td>Any comment or behavior that is offensive, demeaning, humiliating, derogatory, or is otherwise inappropriate or fails to respect the dignity of an individual. It can be committed by or against a beneficiary, partner, staff, official, or any other person involved in any way in the disaster response program or humanitarian operation.</td>
</tr>
<tr>
<td>Human Rights</td>
<td>International standards that recognize and protect the dignity and integrity of every individual without distinction.</td>
</tr>
<tr>
<td>Sexual Abuse</td>
<td>Any actual or threatened physical intrusion of a sexual nature (including inappropriate touching), whether by force or under unequal power dynamics or otherwise coercive conditions.</td>
</tr>
<tr>
<td>Sexual Exploitation</td>
<td>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.</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>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) that occurs between a HFH staff member and any person whom they interact in their HFH role. For further details, see the HFH Policy on Harassment, Bullying and Discrimination.</td>
</tr>
<tr>
<td>Child Abuse, Exploitation, or Neglect</td>
<td>Constitutes any form of physical abuse; emotional ill-treatment; sexual abuse; neglect or insufficient supervision; trafficking; or commercial, transactional, labor, or other exploitation resulting in actual or potential harm to the child's health, well-being, survival, development, or dignity. It includes, but is not limited to any act or failure to act which results in death, serious physical or emotional harm to a child, or an act or failure to act which presents an imminent risk of serious harm to a child.</td>
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<tr>
<td>Child Labor</td>
<td>Exploitive 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.</td>
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<tr>
<td>Child Emotional Abuse</td>
<td>Constitutes injury to the psychological capacity or emotional stability of the child caused by acts, threats of acts, or coercive tactics. Emotional abuse may include, but is not limited to Humiliation, control, isolation, withholding of information, or any other deliberate activity that makes the child feel diminished or embarrassed.</td>
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<tr>
<td>Exploitation</td>
<td>Constitutes the abuse of a child where some form of remuneration is involved or whereby the perpetrators benefit in some manner. Exploitation represents a form of coercion and violence that is detrimental to the child's physical or mental health, development, education, or well-being.</td>
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<tr>
<td>Child Neglect</td>
<td>Constitutes failure to provide for a child's basic needs.</td>
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<tr>
<td>Child Physical Abuse</td>
<td>Constitutes acts or failures to act resulting in injury (not necessarily visible), unnecessary or unjustified pain or suffering without causing injury, harm or risk of harm to a child's health or welfare, or death. Such acts may include, but are not limited to, punching, beating, kicking, biting, throwing, stabbing, choking, or burning. These acts are considered abuse regardless of whether they were intended to hurt the child.</td>
</tr>
<tr>
<td>Child Sexual Abuse</td>
<td>Any form of sexual abuse (discussed above), indecent exposure, or exploitation through prostitution or the production of pornographic materials, which involves a child.</td>
</tr>
</tbody>
</table>