

Annexure-B

To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not JN staff, formal partners, and any other affiliates of JN who gains access to children or their personal information through their affiliation with JN (During accepting the offer)

Safeguarding Behavioral and Security Policy

All JN staffs, volunteers, interns, donors, visitors who are not JAGO NARI staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with JN acknowledge in writing the receipt and understanding of JAGO NARI behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by JN, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by JN.

My Commitment: I have received and understood JAGO NARI Safeguarding Policy, procedures and protocols and I commit to the following

1. I will always behave with children and adult beneficiaries in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children and adult during my tenure of service with JAGO NARI.
2. I will always be appropriate and culturally sensitive during all interactions with children and adult.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in JN's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children and adult I will always take initiative with consent from appropriate line management within JN.
5. I will always comply with "two adult rule" (where possible and practical) when conducting JN work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children and adult when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians, adult and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned Head office or project office or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in JN Safeguarding policy.
8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause

- shame or humiliation, or is belittling or degrading for children and adult both.
9. I will never expose, facilitate or condone the exposure of children and adult to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children and adult is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children and adult in any inappropriate or culturally offensive way.
 10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children and adult, I will be subject to action by JN and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with JN, and should I be found guilty by JN of breaching JN Safeguarding policy, I authorize JN to disclose such information to any prospective employer who asks references about me to JN.
 11. I will comply with any safeguarding related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
 12. I will not hire children bellow 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the Head Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
 13. I will not behave in an inappropriate physical manner with children and adult, and as per child act 2013 I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children and adult.
 14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
 15. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of JN or under any project of JN.
 16. I will behave positively with disable children, and will not humiliate them at any cause.
 17. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of JN work.
 18. I will report any safeguarding incident suspected or happened by JN staffs or affiliates, any humanitarian's aid worker or stranger in the community to JN staffs/Head Office CP lead through established reporting mechanism.
 19. I am aware of JN's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that JAGO NARI will not be responsible in the event of a kidnap or hostage situation.
 20. I am aware of the country's political and security situation and will follow JN's security advice. I will not hold JN responsible if anything goes wrong with regard to my personal security during my tenure of service with JAGO NARI.

Consequences of Breach

Corrective Action: *Failure to follow Behavior Protocols, or other inappropriate behavior toward children and adult stated in the Policy is grounds for taking disciplinary action by JAGO NARI up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership. Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.*

JN authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

Acknowledgement of receipt and undertaking to comply:

I, (insert name)_____ of (insert address)

hereby agree and confirm that:

- I have received, understand and will abide by JN's Safeguarding Behavioral and Security Policy Protocols; and
- (*) (where applicable) In the course of contracted work, I agree that where I have interaction with children and adult beneficiaries

The data –

- (i) I will act in the best interest of children and uphold JN's Safeguarding Behavioral and Security Policy Protocol and other adult safeguarding measures as requested AND
- (ii) if I become aware of any harm or risk to children and adult I will inform JN immediately

Signed by:

Date:

Name:

Designation:

Department/Project: