

Associated Policies to IDO's Code of Conduct

Programme Participant Protection Policy (P4) – updated March 2022

Child Safeguarding Policy – issued March 2022

Anti-Trafficking in Persons Policy – issued March 2022

This document of associated policies must be given, in conjunction with IDO's Code of Conduct, to all staff on joining the organisation, and to all visitors to IDO's work. By signing IDO's Code of Conduct all staff and visitors are agreeing to adopt the Code and its associated policies.

This document of associated policies must be given to all partner organisations as part the partnership agreement. On signing the agreement with IDO, a partner is agreeing to adopt the behaviours set out in these associated policies. It is expected that partner organisations will have their own code of conduct in place. This needs to be reviewed during the partner assessment phase. Where partners do not have their own code in place, partners have the choice of adopting a modified version of IDO's Code of Conduct, where reference to IDO staff has been removed.



Programme Participant Protection Policy

March 2022

1. *Introduction*

IDO is aware that the goods and services provided through our relief and development programmes can create an imbalance of power between those who are employed [or engaged](#) by IDO and other programme participants. We acknowledge that there is potential for this power imbalance to be exploited by IDO staff to acquire bribes, payments, gifts, and/or sexual favours. This policy has been developed to ensure the maximum protection of programme participants, especially beneficiaries, from abuse and exploitation, and to clarify the responsibilities of the staff of IDO and its partner organisations, and anyone engaged by IDO or visiting our programmes, and the standards of behaviour expected of them.

A **programme participant** is any individual associated with IDO's programmes and includes:

- beneficiaries of programmes delivered by IDO or its partners
- members of the communities in which IDO and its partner organisations work
- people employed or engaged by IDO, whether national or international, full or part time, consultants, interns, contractors or volunteers, or any person actively involved in the programmes of IDO or its partner organisations
- IDO's partner organisations, their staff and anyone working on their behalf

The imbalance of power leads to an increased risk of abuse and exploitation within the humanitarian and development sector. **IDO condemns any abusive or exploitative behaviour and is committed to the protection of its programme participants, particularly the beneficiaries, as they are the most vulnerable. Anyone contracted to work with or on behalf of IDO must formally agree to adhere to this policy.**

2. *IDO's policy*

It is IDO's policy to take all reasonable steps to protect all programme participants, and particularly beneficiaries - children, women and men - from harassment and abuse perpetrated by:

- staff of IDO
- staff of IDO's partner organisations and anyone working on their behalf
- people engaged by IDO such as consultants, contractors, volunteers, interns, or any person actively involved in the IDO programme

- visitors to IDO's programmes and accompanying dependants of international staff¹

This policy concentrates on the prevention of abuse of all programme participants. All programme participants have the same right to freedom from abuse and exploitation. Such rights are outlined in international human rights law and in the national laws of most of the countries in which we work.²

We acknowledge that certain groups, such as children (individuals under 18 years of age) and women, are often most at risk from abuse, harassment, physical and sexual violence. We believe that children deserve particular consideration given their potential vulnerability to specific risks.³

As we work in situations that present serious and specific risks to children, we will ensure that any of our programmes which address the needs of children will be delivered in a manner that considers their safety and protection. We will ensure that programmes always take into account the situation of children, the specific protection risks and issues that they face (which may be different for boys and girls), and address these as far as possible. We will not tolerate anybody employed by or associated with IDO harming children.

3. *Scope of this policy*

Specific wording has been developed for inclusion in contracts with employees, partners, consultants and contractors and is set out in the Programme Participant Protection Policy Guidelines. The wording in the contracts confirms that the relevant individual/party has read, understood and agreed to abide by and promote the terms of the IDO Code of Conduct and its associated policies. Any finding of inappropriate behaviour by a IDO staff member or anyone working for or on behalf of IDO, will lead to disciplinary action up to and including dismissal.

Acceptance of this policy is a pre-condition of any partnership agreement, and this should be clearly stated in all partnership agreements. A partner organisation's failure to adhere to this policy may result in actions up to and including withdrawal of funding and support.

For agreements with contractors, it should be included as a pre-condition of any contract if the contractor will be in direct contact with IDO's beneficiaries as a result of their work for IDO.

IDO will make every effort to ensure that all employees, partners, consultants and relevant contractors comply with this policy. The action that will be taken by IDO in the event of a breach of this policy by an employee, partner, consultant or relevant contractors is further outlined in

¹ In the event of an allegation of a breach of this policy by an accompanying dependant of an international staff member, the allegation will be investigated and the country programme management team, in consultation with the Regional Director and the HR Director, may take action up to and including the removal of accompanied status in relation to that individual, and the referral of the matter to the national authorities. Those employed or engaged by international staff to work in a IDO house (cook, housekeeper, gardener, etc.) or to work for the international staff member or his/her accompanying dependants (translator, driver, teacher, etc.) are also covered by and expected to adhere to this policy, despite the fact that they are not IDO staff. IDO staff are responsible for informing anyone they employ about the content of the IDO Code of Conduct and its associated policies.

² See: <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CoreInstruments.aspx>

³ Children have strengths, capabilities and resilience, but their age, developmental stage, dependency, status and lack of power and position in communities mean that they are more susceptible to violence, abuse and exploitation. Some groups of children, e.g. children with disabilities, may be especially vulnerable.

section 6. IDO cannot however, be held responsible for the actions of these third parties if they breach this policy, and this is reflected in the wording to be included in their contracts.

4. Abuse of power and sexual exploitation

IDO considers all forms of abuse of power and exploitation to be incompatible with its fundamental belief in the human dignity of all people, international legal norms and standards, and with the organisation's core values. IDO staff and anyone working with or for IDO must never engage in any form of humiliating, degrading, abusive or exploitative behaviour under any circumstances. IDO prohibits the exchange of money, employment, goods or services for sex (including sexual favours or other forms of exploitative behaviour). This explicitly includes exchange of assistance that is due to beneficiaries.

IDO believes that engaging in commercial sexual transactions⁴ is contrary to its core values and undermines the work and reputation of the organisation. In most cases, a transaction of this sort is the result of an unequal power dynamic and, as such, is exploitative. Such behaviour brings the organisation into disrepute, and disciplinary action - up to and including dismissal - will be taken against any staff member engaging in such transactions.

All staff and people engaged by IDO, its partner organisations and visitors to IDO programmes must respect the rights and dignity of the children, families and communities with whom we work and/or with whom we have contact, and should always act in the best interest of these children, families and communities.

Any type of sexual activity or any inappropriate behaviour which could be deemed to be sexually offensive, provocative or abusive between a IDO staff member and a child (a person under the age of 18) is prohibited regardless of local custom, or the age of majority or consent locally. Mistaken belief in the age of a child is no defence for such actions.

To be fully aware of the issues faced by IDO in relation to the protection of programme participants, it is essential for all staff to be aware of local cultural and religious practices. IDO believes that staff should carry out their work in a manner that recognises and respects local customs and culture. However, culture can never be used as an excuse or a motive for inappropriate behaviour. IDO will not accept using respect for local culture as a justification for supporting or failing to report harmful practices.

5. Partner organisations

IDO works with and through international and national partner NGOs, civil society organisations, and community-based groups, with the result that, in some of our countries of operation, there is less direct contact between our staff and the beneficiaries of our interventions. Acceptance of and compliance with this Programme Participant Protection Policy must be a pre-condition of every partnership agreement or Memorandum of Understanding (MoU).⁵ In signing an MoU, partner organisations commit to ensuring that their personnel will also adhere to this policy.

⁴ For the purpose of this Code, a 'transaction' is defined as any exchange of money, goods, services or favours with any person.

⁵ IDO's definition of partners includes local governments. While we cannot compel them to sign this policy, we should make sure that governments officials we engage with are aware of it and understand its content.

During negotiations with potential partner organisations, this policy must be used as a tool to bring up the issue of the conduct of staff and others working with or on behalf of the partner organisation to clarify the standards of behaviour that are required in the course of any partnership.

Directors of partner organisations must ensure that:

- the content of the policy is disseminated amongst their staff and those working on behalf of the organisation such as consultants, volunteers, partner organisations, etc.
- programme beneficiaries are made aware of the standards of the behaviour expected of the organisation's staff and those working on behalf of the organisation
- a complaint and response mechanism is established for beneficiaries (with the support of IDO if required)
- they take appropriate actions when the standards of this policy are not adhered to
- they establish an action plan for the implementation of the policy including necessary staff training and will report on the implementation on a regular basis (with the support of IDO if required)

This policy seeks to complement and reinforce any existing policies, codes or other instruments already developed by partner organisations. It is not intended to replace or in any way to detract from these. In the event that partner organisations do not comply with this policy, IDO reserves the right to withdraw funding and/or terminate any partnership agreements that have been entered into.

6. *Preventive measures to reduce the potential for abuse*

IDO staff must be aware of the power dynamics that may exist within the communities in which we are operational, and of the dynamics between IDO staff and other programme participants, in particular beneficiaries.

Abuse of power is often at the base of incidents of harassment, exploitation and inappropriate behaviour. The following are considered to be measures to reduce the potential for such abuse, and it is the responsibility of EX.M to ensure that these measures are taken, and that they address the situation of all programme participants, including children, by:

- as far as possible, ensuring teams are gender-balanced at all functions and levels of responsibility, in both main and sub-offices
- ensuring that no individual staff member can create a situation where he or she alone is perceived to be the sole and final authority responsible for allocating benefits
- appointing a committee in each country programme to train all staff members and raise awareness of the content of the policy, and the IDO Code of Conduct among all programme participants □ making all beneficiaries aware:
 - that they are entitled to assistance and ensuring clear messaging in relation to: beneficiary selection criteria; the quantity and variety of items that they should receive; when and how the distribution is taking place (day, time, location, method); etc.
 - that the staff of IDO and its partner organisations have a duty to deliver assistance without any demands or form of discrimination
 - that goods and services delivered cannot be withheld or withdrawn by staff members or those working on behalf of IDO or its partner organisations
 - that it is unacceptable for the staff or those working on behalf of IDO or its partner organisations to solicit or accept bribes, rewards, gifts, or sexual favours from a beneficiary

- of the standards of behaviour expected of staff and those working on behalf of IDO and its partners
- of the channels that they can use to raise complaints about the failure of the staff of IDO or its partners to adhere to these standards

Particular consideration needs to be given to ensuring the accessibility of this information. This may require its translation into different languages, the use of picture based information, or ensuring that children can understand the language being used.

It is the responsibility of all senior managers at field and head office levels to ensure that all IDO staff, personnel from partner agencies, consultants, contractors, beneficiaries and visitors to IDO programmes are informed about and agree to adhere to the requirements of this policy.

If acts have been committed in relation to our programme participants which are criminal, infringe on individual's rights, or contravene the principles contained in this document, **the organisation will take immediate action appropriate to the circumstances and will address the support needs of those involved in the case.** This may mean for:

Staff or those working for or on behalf of IDO	disciplinary action up to and including dismissal
Volunteers	action up to and including termination of appointment
Staff of partner organisations, or those working for or on behalf of these organisations	action up to and including the withdrawal of funding or support and/or the termination of partnership agreements
Contractors/Consultants	termination of contract
Visitors to IDO	appropriate action up to and including suspension of support for the visit

Any action taken will be in accordance with IDO's policies and procedures and informed by national laws. Depending on the nature and circumstances of the case, IDO will involve the appropriate authorities, including the Charity Commissioners, to ensure the protection of all programme participants and the transparency of our safeguarding processes.

It should be made clear to all existing and potential partners that IDO may be unable to continue the partnership if – after proper investigation - we develop serious doubts about:

- the ability or willingness of the partner organisation to uphold this policy
- the behaviour of any individual working on behalf of the partner organisation or associated with it - if this behaviour contravenes this policy and if appropriate action is not taken by the partner organisation to address it

7. Relationships with beneficiaries

Those working for and on behalf of IDO and its partner organisations have potentially greater access to goods, services and power than members of the communities in which we operate. This greater access could be used to pressure or exploit beneficiaries or other programme participants.

Power imbalances increase the opportunities for beneficiaries to be placed in exploitative positions. For this reason IDO believes that sexual relationships between IDO staff and beneficiaries are inappropriate as they may undermine the credibility and integrity of our work. However, we recognise that IDO staff are often members of the communities in which we operate, and therefore may develop relationships in those communities. To ensure that beneficiaries are protected, and to protect IDO staff and the organisation from allegations of biased and more favourable treatment being given to some members of the community, IDO staff must make any such relationship known immediately to the senior manager in the programme area.

8. *Duty to report*

Any known or suspected instance of abuse, exploitation, or harassment of programme participants must always be brought to the attention of the line manager, or a senior manager, or the Human Resources department, or the focal points elected in the countries to receive such complaints. In the event that staff members have IDOs related to the behaviour of the EXM, they may raise these IDOs directly with the Human Resources Directorate in Germany or with their Regional Director.

The reporting of a IDO may result in an investigation being conducted. Such investigations must be confidential, thorough and prompt. They may reduce the level of IDO or lead to the realisation that further action is appropriate. People reporting possible violations and/or involved in such investigations – including the subject of the complaint - must be protected against any form of intimidation, threats, reprisal or retaliation resulting from their investigation of the alleged incident. If any member of staff is found intimidating or retaliating against a person making a complaint or conducting or assisting in an investigation, disciplinary action - up to and including dismissal - will be imposed. All information related to the case will be held in the strictest confidence, and disclosed only on a need-to-know basis to the relevant stakeholders to resolve the matter.

Any intentionally false, malicious or vexatious statement, misrepresentation or accusation against another staff member or third party will be considered gross misconduct and will result in disciplinary action - up to and including dismissal.

Any IDOs about breaches of these standards of behaviour must be handled with the utmost confidentiality, recorded, and the record held in a secure location with the EX.M or the Human Resources Directorate in Germany.

In the event of an allegation that involves a criminal offence, the member of staff (the subject of complaint) should be informed that, in addition to disciplinary action, the investigation may be reported to the appropriate authorities for further investigation.

We may also have to give non-identifying information about any such incidents to our donors and the Charity Commissioners to meet our legal or contractual requirements to them.

9. *Review*

The implementation of this policy will be monitored through a range of instruments such as programme, country and sector evaluations. The EX.M is responsible for ensuring that the policy is translated into the local language, training on the policy is taking place, and that a complaints and response mechanism is appropriately developed, implemented and monitored.

Feedback on progress towards the implementation of this policy must be included in the annual priorities and reports of all country programmes.

IDO recognises that both internal and external environments change. Such change may have a bearing on the scope and content of this policy. Consequently, it will be reviewed periodically. The review process will be consultative and participatory in nature. The responsibility for initiating the policy review process rests with IDO's Senior Management Team in Germany. Any changes to the policy that affect its underpinning principles or purpose will be submitted to the Board in Germany for review and approval.

Child Safeguarding Policy

March 2022

1. Purpose

IDO's Vision Statement is of "a world where no-one lives in poverty, fear or oppression; where all have access to a decent standard of living and the opportunities and choices essential to a long, healthy and creative life; a world where everyone is treated with dignity and respect".

To achieve this vision, and our mission "to help people living in extreme poverty achieve major improvements in their lives which last and spread without ongoing support from IDO", actions to safeguard the wellbeing of men, women, boys and girls and prevent harm, abuse or exploitation, irrespective of ability, ethnicity, faith, gender, sexuality or culture are essential. IDO acknowledges that certain groups, such as children (individuals under 18 years of age) and women are at greater risk of abuse, harassment, and physical or sexual violence. IDO believes that children deserve particular protection given their potential vulnerability to specific risks. Children have strengths, capabilities and resilience, but their age, developmental stage, level of dependency, status, and lack of power and position in communities, mean that they are more susceptible to violence, abuse and exploitation. Some groups of children, e.g. those with disabilities, may be even more vulnerable.

The safeguarding of children is a key element of the IDO Code of Conduct and its associated policies⁶, and this policy must be read and understood in conjunction with those documents and seen within the existing organisational policy framework that includes those documents, HR policies and manuals, and the Equality Policy. It seeks to ensure that IDO staff and programmes integrate robust mechanisms to prevent and mitigate the risk of harm to and abuse of children. It also seeks to ensure that any issues in relation to the safeguarding of children are reported and managed in an appropriate manner. Upon recruitment, all staff must agree to adhere to the organisational policy framework and procedures on safeguarding programme participants, including this policy.⁷

2. Definitions

While all relevant definitions related to safeguarding programme participants can be found in **Annex 1**, the key definitions applicable in relation to child safeguarding are as follows:

⁶ The Programme Participant Protection Policy, the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.

⁷ In relation to screening of staff, referees of candidates that may be working directly with children will be asked questions directly relating to their suitability in relation to child safeguarding standards, and all appropriate checks will be carried out to ensure suitability and compliance with the relevant standards.

Children: IDO defines a child as anyone under the age of 18 years, regardless of local custom, or the age of majority or consent locally.

Child Abuse: 'All forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power'⁸. The definition highlights five subtypes of maltreatment: physical abuse, emotional abuse, neglect, sexual abuse and commercial or other exploitation of a child.

In all aspects of our work, IDO seeks to promote the key principles of the UN Convention on the Rights of the Child, specifically:

- guaranteeing, without any form of discrimination, the rights of children
- considering the best interests of children in all actions relating to them
- recognising the right to life, survival and development of each child
- reflecting children's views in matters affecting them

3. Scope

As with the IDO Code of Conduct and its associated policies, this policy applies to **all IDO staff** and to those working for and on behalf of IDO, including:

- staff of IDO's partner organisations and anyone working on their behalf, such as consultants, contractors, volunteers, interns, or any person actively involved in IDO's programmes
- people engaged by IDO such as consultants, contractors, volunteers, interns, or any person actively involved in IDO's programmes
- visitors to IDO's offices or programmes and accompanying dependants of international staff⁹

4. Organisational commitments

The prevention of and response to the risk of harm, exploitation and abuse of children, either directly or indirectly, require a variety of measures¹⁰ to be implemented by different functions across the organisation, including exercising caution with regard to the use of images and identifying information that could lead to increased harm to children.¹¹ Ultimately, these combined measures should lead to:

⁸ <http://www.who.int/mediacentre/factsheets/fs150/en/>.

⁹ In the event of an allegation of a breach of this policy by an accompanying dependant of an international staff member, the allegation will be investigated and the country programme management team, in consultation with the Regional Director and the HR Director, may take action up to and including the removal of accompanied status in relation to that individual, and the referral of the matter to the national authorities. Those employed or engaged by international staff to work in a IDO house (cook, housekeeper, gardener, etc.) or to work for the international staff member or his/her accompanying dependants (translator, driver, teacher, etc.) are also protected by this policy, despite the fact that they are not IDO staff. IDO staff are responsible for informing anyone that they employ about the content of the IDO Code of Conduct and its associated policies.

¹⁰ These measures are outlined in the accompanying annex on roles and responsibilities within IDO.

¹¹ In relation to the use of images of children, parental or caregiver consent is required, and gathering identifying information about children is particularly sensitive (i.e. it is imperative that a child cannot be located using information associated with an image).

- a better **understanding** of the risks facing children and the mitigating actions that should be taken to address these
- the necessary staff **behaviour**, knowledge and skills required to protect children
- **actions** in all aspects of the programme cycle being designed and delivered in a way that ensures that the best interests of children are being considered
- communities being **aware of relevant safeguarding policies** and **knowing how to complain** in the event of any infringement of them
- the establishment of a safe **system** of reporting and management in the event of child safeguarding issues being raised

5. The duty to report

This policy specifically outlines IDO’s position on child safeguarding, but should be considered in conjunction with the IDO Code of Conduct and its associated policies. **It is the responsibility of all senior management at field and head office levels to ensure that all IDO staff, personnel from partner agencies, consultants, contractors, beneficiaries, and visitors to IDO programmes are acquainted with and agree to adhere to the requirements of this policy.**

Each country programme team must ensure that they are meeting all necessary legal requirements of the country in which they operate in relation to child safeguarding. All IDOs related to the welfare of a child, or information about an incident or suspected incident of abuse of children involving staff from IDO or a partner organisation should be reported in accordance with the reporting requirements and procedures in force in that country. In conjunction with the IDO Code of Conduct and its associated policies, each country programme team must ensure that all staff are aware of the identity of the safeguarding focal point and relevant internal reporting procedures and external referral pathways.

The reporting of a IDO may result in a confidential, thorough and prompt investigation. Such investigations may reduce the level of IDO or lead to the realisation that further action is necessary. People reporting possible violations and/or involved in such investigations – including the subject of the complaint – must be protected against any form of intimidation, threats, reprisal or retaliation resulting from the alleged incident.

Any intentionally false, malicious or vexatious statement, misrepresentation or accusation against another staff member or third party will be considered gross misconduct and will result in disciplinary action up to and including dismissal.

6. Consequences of misconduct

If acts have been committed in relation to our programme participants that are criminal, infringe individual’s rights, or contravene the principles contained in this statement or the IDO Code of Conduct and its associated policies, **IDO will take immediate action appropriate to the circumstances and will address the support needs of those involved.** In the event of an allegation that involves a criminal offence, the subject of complaint should be informed that, in addition to disciplinary action, the investigation may be reported to the appropriate legal authorities for further investigation. Disciplinary action may include the following measures for different individuals:

<i>Staff or those working for or on behalf of IDO</i>	disciplinary action up to and including dismissal
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<i>Volunteers</i>	action up to and including termination of appointment
Staff of partner organisations, or those working for or on behalf of these organisations	action up to and including the withdrawal of funding or support and/or the termination of partnership agreements
<i>Contractors/Consultants</i>	termination of contract
<i>Visitors to IDO</i>	appropriate action up to and including suspension of support for the visit

Any action taken will be **in accordance with IDO's policies and procedures and informed by national legislation**. Depending on the nature and circumstances of the case, IDO will involve the appropriate authorities, including the Charity Commissioners, to ensure the protection of all programme participants and the transparency of our safeguarding processes.



Anti-Trafficking in Persons Policy

March 2022

1. Purpose

IDO strongly condemns trafficking in human beings - children, women, and men – and this policy prohibits all individuals with whom, and entities with which, IDO works from engaging in any form of trafficking in human beings. People trafficking is a criminal act that violates fundamental human rights and the inviolable dignity and integrity of the human person. Disciplinary action up to and including dismissal will be taken against anyone found to be violating any aspect of this policy.

This policy is in line with IDO's mission and work and is intended to comply with all regulatory requirements.

As the IDOs of this policy are inextricably linked to the IDO Code of Conduct and its associated policies, this policy constitutes an addition to and enhancement of those policies.

2. Scope

This policy has the same application as the IDO Code of Conduct, i.e. it applies to: a. all IDO staff

- b. all staff of IDO partners/sub-grantee organisations and anyone working on their behalf such as consultants, contractors, volunteers, interns, or any person actively involved in the delivery of the partner's/sub-grantee's programmes
- c. anyone engaged by IDO such as consultants, contractors, volunteers, interns, or any person actively involved in an IDO programme
- d. visitors to IDO's programmes, and the accompanying dependents of IDO's international staff members

3. Description

Abuse of power has, in the past, led to many forms of exploitation within the relief and development sector. IDO condemns any form of abusive or exploitative behaviour of individuals and is committed to the protection of its programme participants¹², particularly beneficiaries,

¹² For IDO, a **programme participant** is any individual associated with IDO's programmes, including: i. beneficiaries of programmes delivered by IDO or its partners; ii. members of the communities in which IDO and its partner organisations work; iii. people employed or engaged by IDO, whether national or international, full or part time,

as they are the most vulnerable. Everyone included in this policy¹³ is prohibited from engaging in trafficking in children, women, and men.

- a. To accomplish the purpose of this policy, all of those included in it:
 1. are prohibited from engaging in trafficking in children, women, or men for sexual exploitation or procurement of any commercial sex acts (even if this practice is legal in a particular jurisdiction) including but not limited to forced prostitution, child prostitution, and paedophilic pornography.
 2. shall not engage in trafficking in women and girls for purposes of forced or arranged marriages, or for any bride price schemes.
 3. are prohibited from engaging in trafficking in children, women, and men for removal of organs for the illicit organ trade or for the illicit dealing, running, or trafficking of narcotics and drugs.
 4. are prohibited from using force, fraud, or coercion to subject a child, woman, or man to forced labour, begging, or involuntary servitude.
 5. shall not obtain labour from a child, woman, or man by threats of serious harm to that person or another person.

- b. IDO prohibits employment practices relating to trafficking in human beings, including:
 1. destroying, concealing, confiscating, or otherwise denying access to an employee's identity or immigration documents.
 2. using misleading or fraudulent practices to recruit employees, such as failing to disclose key terms and conditions of employment.
 3. using recruiters who do not comply with local labour laws.
 4. charging employees recruitment fees.
 5. failing to provide transportation, unless exempted, to certain employees who are brought to a country for the purpose of working on any award, including any bilateral or multilateral government contract, grant, cooperative agreement, subcontract, sub-grant, or other sub-agreement.
 6. providing or arranging housing that fails to meet host country housing and safety standards.
 7. failing to provide an employment contract or work document where required by law.
 8. knowingly obtaining goods or services that have been provided or produced by trafficked or forced labour.

- c. Furthermore, IDO requires:
 1. that all wages meet host country legal requirements.
 2. transparent recruitment practices that fully and accurately disclose, in a format and language accessible to the employee, all key terms and conditions of employment, including wages and benefits, living conditions, any housing or associated arrangements (where provided or organised by IDO), and significant costs to be charged to the employee.
 3. that in situations where IDO provides housing to employees, the housing will at minimum meet host country housing and safety standards.

consultants, interns, contractors or volunteers, or any person actively involved in the programmes of IDO or its partner organisations; and iv. IDO's partner organisations, their staff and anyone working on their behalf.

¹³ The staff of and anyone engaged by IDO and its partner organisations, such as consultants, contractors, volunteers, interns, or any person actively involved in IDO's programmes.

4. reasonable steps are taken to ensure that all partner/sub-grantee organisations, consultants, contractors, volunteers, interns, or any person actively involved in a IDO programme comply with this policy.

4. Procedures and training

All IDO staff in any programmes operated by IDO will be informed about the IDO Anti-Trafficking in Persons Policy and its trafficking related prohibitions, the reporting system, the actions that will be taken against the employee for violations, and the consequences for violating the policy.

In addition, IDO's Human Resources departments must adhere to the highest standards in the recruitment of staff, and provide detailed information to employees regarding their rights and benefits. These standards prohibit the solicitation of a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment, charging employees recruitment fees and providing or arranging housing that fails to meet the host country housing and safety standards.

5. Reporting mechanism, monitoring and investigations

The procedures for reporting, monitoring and investigating reported incidents are the same as those outlined in the IDO Code of Conduct.

Any person within the scope of this policy is obliged to report actual or suspected breaches and to cooperate fully with any investigation into such.

The safety of persons reporting actual or perceived breaches is a very important consideration, and one that must not be taken lightly. The organisation has an obligation to protect staff who come forward to report actual or perceived wrongdoing.

Issues reported to line management will be handled with the following safeguards:

- **Harassment or Victimisation:** IDO recognises that the decision to report a suspicion can be a difficult one to make, not least because of the fear of reprisal from those responsible for the potential malpractice. IDO, in accordance with its Human Resource policies, will not tolerate any form of harassment or victimisation, and will take all practical steps to protect those who raise an issue in good faith.
- **Confidentiality:** IDO will endeavour to protect an individual's identity when he or she raises an issue and does not want their name to be disclosed. It should be understood, however, that an investigation of any potential malpractice may need to identify the source of the information and a statement by the individual may be required as part of any evidence that is gathered in the investigation process.
- **Untrue Allegations:** Employees should be aware that if an allegation is made in good faith, but it is not confirmed by an investigation, IDO guarantees that no action will be taken against the complainant. If, however, individuals make malicious or vexatious allegations, disciplinary action up to and including dismissal will be considered against any individual making such an allegation.

If the circumstances are such that reporting a suspicion internally is inappropriate, or if the person to whom it is reported is unable to assist, the issue may alternatively be reported via the Global Human Trafficking Hotline at +1-844-888-3733 or its email address:

help@befree.org.

As an organisation, IDO will fully cooperate with the regulatory agencies to conduct audits and investigations on anti-trafficking compliance.

6. Actions arising from investigations

Persons who are judged guilty of breaches of this policy may have committed gross misconduct. Such breaches will result in disciplinary action, up to and including dismissal, being taken.

In addition, where appropriate, IDO will refer significant breaches to the local law enforcement agencies with a view to initiating criminal prosecution.

7. Effective date

This policy has been approved and is in effect. It will be:

- communicated to all staff, with a clear notice indicating that it has been incorporated into the IDO Code of Conduct and its associated policies and, as such, is binding on all staff.
- communicated to all partners with a clear notice that we would strongly encourage them to apply it immediately, but that it will be formally incorporated into partner agreements as part of the IDO Code of Conduct and its associated policies at the time of the next update/revision of the agreement.

This policy has been incorporated into the IDO Code of Conduct and its associated policies and will be included as a matter of course in all future employee/consultancy contracts and partner agreements.

8. Review of this policy

In the interests of maintaining good practice, the contents of this policy will be reviewed in conjunction with the review of the IDO Code of Conduct and its associated policy documents. Responsibility for initiating any such review rests with IDO's Senior Management Team (SMT). Any changes to the policy that affect its underpinning principles or purpose will be submitted to the Board in Germany for review and approval.