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|  IISD International Institute for Sustainable Development COMPANY POLICY | Policy Number Pol/01/202003 | Approved By: Richard Florizone | |
| | Title IISD Safeguarding Policy | | |
| Division IISD, IISD Europe & ELA | Department Human Resources | Revision Revised V.1 July 21, 2020 | Distribution IISD, IISD Europe & ELA |
| Written By Human Resources | Reviewed By Senior Management Committee | | |

IISD Safeguarding Policy

Safeguarding

IISD believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognizes our responsibility to safeguard the welfare of all children and young people with whom we come into contact through the course of our work. IISD expects all Board Directors, employees, volunteers, associates, and consultants (“Representatives”) to share this commitment.

Purpose

The aim of this Safeguarding policy is to:

- Provide a framework by which IISD carries out its duty to protect children and young people from harm.
- Raise the awareness of all IISD Representatives of their responsibilities to safeguard children and to identify and report possible cases of abuse.
- Develop a safeguarding culture within the organization, so IISD Representatives feel informed and supported in their work-related connections with young people.


To improve our ability to protect children and young people, IISD is strengthening and harmonizing current policies and procedures and ensuring that these are clear and accessible to all. We are also implementing new measures, as outlined below.

Definitions

Safeguarding is a term used to denote measures to protect the health, well-being, and human rights of individuals, enabling people—especially children, young people, and vulnerable adults—to live free from abuse, harm, and neglect.

IISD’s safeguarding focus is on children and young people. For the purposes of this policy, “**safeguarding**” is defined as protecting children and young people from abuse.

A **child/young person** is defined as a person under the age of 18.

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Abuse includes physical or mental violence, neglect or negligent treatment, maltreatment and sexual abuse.

Vulnerable adults are defined as adults who are elderly and frail, have mental health issues, a physical disability, learning difficulties, or who are made vulnerable by an emergency situation.

IISD's Safeguarding focus is on children and young people because IISD Representatives come into regular contact with those vulnerable groups in Canada through the education and awareness programs we provide in schools and other settings and through the educational programs we host for high school students at our Experimental Lakes Area site. Our Reporting Services team also encounters children and young people at international meetings, where we provide independent reporting of the proceedings.


While some definitions of safeguarding can also include vulnerable adults, IISD is not a humanitarian agency that provides direct aid to people. We do not usually work with elderly adults or those who have mental health issues or learning difficulties. We are not active in conflict zones or post-disaster relief efforts, although our Resilience team does work with communities who are vulnerable to conflict and climate change.

How we work to prevent abuse and misconduct from happening in the first place

Current IISD policies protect the people we work with from abuse, exploitation, and harm.

IISD's newly updated Code of Conduct must be signed by all IISD stakeholders and contains our commitment to child protection and to treating all people with respect and dignity. We also have in place policies that lay out our commitment to workplaces free of harassment and violence, and a Whistleblower Policy to ensure that breaches of these policies can be reported without any fear of reprisal.

These policies are established and maintained to set the rules of behaviour and to create a positive and safe working environment.

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Additional requirements

In addition to our current policies, IISD requires that all Representatives adhere to the following safeguarding standards:


- Representatives will not engage in any form of sexual abuse or exploitation of any person of any age.
- Representatives will not have sexual relations with any person under the age of 18.
- To ensure the protection of minors, all IISD Representatives with direct supervision or indirect responsibilities for persons under 18 years of age will undergo a national police background check and will not be offered employment if they have been convicted of child and/or sexual abuse.
- IISD will not take any photos of children or young people at the Experimental Lake Area site without a signed written consent by parents/guardians. We will not take pictures of children or young people at international meetings we are covering as a reporting service unless they are speaking or demonstrating in public, have been brought in front of media by their parents or guardians, or are otherwise seeking media attention in a way that privacy cannot reasonably be expected.
- All Representatives have a duty to raise concerns, where they exist, about the management of child protection, which may include the actions of colleagues. (See the attached Whistleblower Protection Policy for details.)

Violation of this policy will result in disciplinary action up to and including dismissal and will be presented to legal authorities as warranted.

How people can safely report cases of misconduct by IISD Staff

As IISD Representatives, we are usually the first to be aware of any conduct that may be unethical, illegal, or fraudulent, and we must be able to raise legitimate issues in an open and honest way without fear of negative consequences.

Any questions or concerns regarding dissatisfaction at the workplace should be reported to the Human Resources team.

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IISD’s President and CEO is the organization’s designated Senior Safeguarding Officer. People can make confidential complaints by email to the Senior Safeguarding Officer, without any fear of reprisals.

Richard Florizone, CEO and President, and Senior Safeguarding Officer
 Email: rflorizone@iisd.ca

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use the Ethics hotline, EthicsPoint, hosted by a third-party hotline provider, NavEx Global:

1. Select the “**Make a Report**” link on the [EthicsPoint web page](#). The web page is hosted on a third-party server and therefore is completely confidential.
2. Dial toll-free, within the United States, Canada and Switzerland:
Toll-free Hotline Number:
 Canada & US: 1-(844) 955-1643
 Switzerland: From an outside line, dial 0-800-890011 then at the prompt dial (844) 955-1643
3. Use the [NavEx mobile app](#).


What happens once misconduct is reported

In the event a complaint is made, IISD’s Senior Safeguarding Official will commence their work immediately under the Whistleblower Protection Policy.

Approved By:



Richard Florizone
 President and CEO
 IISD

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Revision History-

| Revision # | What was changed | Why was it changed | Date/Approved By |
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| 1 | Toll free number was removed, and Jane McDonald was replaced by Richard Florizone. The reporting process related to the Ethics hotline was added. | Richard Florizone is the new President and CEO of IISD. IISD collaborated with NavEx Global and introduced a third-party ethics hotline to report anonymously. This ethics hotline is available for internal and external stakeholders. | July 2020 |