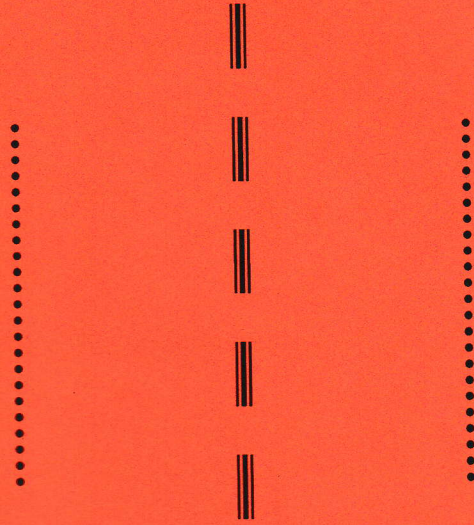




# सूचना र मानव अधिकार अनुसन्धान केन्द्र

Information and Human Right Research Center (IHRC)

नेपालगन्ज -१०, बाँके



## बाल सुरक्षा नीति २०७७ (Child Safety Policy)

## Child Safety Policy

Information and Human Rights Research Center (IHRC) is committed to conducting programs in a manner that is safe for the children it serves. IHRC must create and maintain an environment that prevents the abuse of children and promotes the child safety policy.

### **Policy Implementation and General Practices:**

IHRC will meet its commitment to conduct programs that are safe for the Children it serves and to help protect children through the following means:

1. Awareness
2. Protection and Prevention
3. Reporting
4. Responding

### **Specific Requirements for Board/General Members and Staff of IHRC**

1. Sexual activity with children under 18 is prohibited
2. Any exchange of money or services for sexual favors, or other forms of or exploitative behavior with children is prohibited
3. Employees are required to acknowledge receipt and understanding of IHRC standards and policies
4. IHRC Representative Must Not stay alone overnight with children benefiting from IHRC programs who are not part of their extended family
5. IHRC Representative must behave in an appropriate and culturally sensitive way. All forms of physical, sexual, or emotional abuse are prohibited.
6. Where possible, a 'two adult' rule should be followed.
7. The adult is always responsible for maintaining an appropriate relationship, even if a child behaves inappropriately.
8. IHRC Representative should not place themselves in compromising or vulnerable positions and should take care not to discriminate against, show differential treatment towards particular children.
9. In communications about children, IHRC Representative must only use language and images that are respectful and culturally appropriate.

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**Specific Agency Responsibilities**

1. Investigate complaints of abuse and exploitation of children in contact
2. Inform prospective employees
3. Notify IHRC Representative and prospective employees that IHRC may perform criminal background checks where such checks are legally permissible

**Reporting, Investigation and Response**

1. Anyone concerned about the safety of a child must inform his/her supervisor, the person in charge, or main IHRC contact. Concerns should be reported the Same Working Day.
2. The senior IHRC staff on site must take all appropriate steps to protect the child involved without delay.
3. An employee who has been brought under investigation for child abuse may be temporarily suspended and shall have no access to children during the course of the investigation.
4. If an employee is discharged for proven abuse, IHRC reserves the right to disclose such information if requested by a prospective employer.

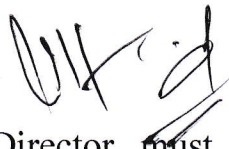
**Disciplinary Action**

Inappropriate behavior towards children is grounds for discipline, up to and including dismissal or termination

**Reporting Procedure and Action by SMT of IHRC**

1. All incidents of child abuse or concern must immediately be reported to the SC/PC/PM in the field and Executive Director in Center office of IHRC as expediently as possible. If at all possible, concerns should be reported on the same working day.
2. SC/PC/PM will, report to the Executive Director in Center office of IHRC with his/her findings and recommendation after full investigation of the complaints.
3. Executive Director in Center office of IHRC will again investigate all complaints of child abuses. Executive Director may wish to share the finding with the SMT and make a joint decision for the punishment to the offending staff, in necessary.

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4. The SC/PC/PM in the field and Executive Director must take all appropriate and reasonable steps to protect the child involved and to keep the parties involved apart during the investigation.
  5. It is essential to avoid delay if inaction may place the child at further risk.
  6. In cases of possible abuse, every effort should be made to provide the child with appropriate assistance.
  7. The employee will be informed that charges have been made against him or her and given an opportunity to respond
  8. Before the announcement of any punishment to the offending staff, Executive Director will consult the agency's legal advisor on the decision that he or the SMT made.

### **यौन दुराचार (Sexual Harassment)**

सूचना र मानवअधिकार अनुसन्धान केन्द्र (IHRC) ले समुदायमा महिला तथा बालबालीका, पुरुष, अपागं, अति गरिब आदि ईत्यादी रिति रिवाज, जातजाति, धर्म तथा नीति अपनाएका व्यक्तिहरुका लागि बिकाश सम्बन्धि कार्य गर्न बृहद कर्मचारी संरचना सहितको जमातले कार्य गर्दै आएकोले कुनै पनि यौन दुराचार र दुरव्यवहार पूर्ण बातावरणको संजनाप्रति सजग हुनु नितान्त जरुरी छ। आपसमा मैत्रीपूर्ण र व्यवसायीकरण व्यवहारको सुनिश्चितता गर्नु र त्यस्ता परिस्थितीहरुको न्यूनिकरण गर्नु सबै संस्थाका पदाधिकारी तथा कर्मचारीहरुको महत्वपूर्ण दायित्वभिन्न पर्दछ। जसका कारण व्यक्तिगत र संस्थाको कार्य प्रतिष्ठामा आंच आउनबाट बचाउंदछ। यस नितीको उद्देश्य सबै संस्थाका पदाधिकारी तथा कर्मचारीहरुको व्यक्तिगत नैतिक चरित्रलाई निरन्तरता दिनु मात्र नभै IHRC को प्रतिष्ठालाई ब्यवस्थित गर्नु पनि हो।

- सबै संस्थाका पदाधिकारी तथा कर्मचारीहरुले समुदायको सकारात्मक सांस्कृतिक मूल्य र मान्यताप्रति सचेत भई कार्य गर्नु पर्ने छ।
- कुनै पनि खालको यौन जन्य दुराचारहरु जस्तै:- यौनजन्य दुर्व्यवहार, यौनजन्य चरित्र प्रस्तुत हुने खालको ब्यवहार, अप्रत्यक्ष र दाहोरो अर्थ लाग्ने कुराकानी जसले बिपरित लिङ्गीलाई असजिलो महशुस हुने, ईच्छा बिपरित असजिलो लाग्ने खालको छुवाई वा टस्साई, हेराई आदिलाई यौन जन्य दुराचार भयो भनि कुनै पनि लिङ्गले ब्यक्त गर्न सक्ने छ।
- समान लिङ्गी होस वा बिपरित लिङ्गी कुनै पनि अबस्थामा अशिलल, नग्न खालको चित्रहरु देखाउने, कसैले कसैलाई काल्पनिक सम्बन्ध देखाई जिस्काउने, जिस्कने, पहिरन आदिबाट अशिललता प्रदर्शन गर्ने, यौनजन्य सम्बोधन आदि जस्ता कृयाकलाप भएमा यौन जन्य दुराचार भयो भनि कुनै पनि लिङ्गले ब्यक्त गर्न सक्ने छ।

### **उजुरी प्रक्रिया**

- यौन दुराचार र दुर्व्यवहार सम्बन्धि कुनै पनि उजुरी लिखित वा मौखिक रुपमा सम्बन्धित सुपरभाईजर वा परियोजना म्यानेजरलाई दिनु पर्नेछ।




- कुनै पनि यौन दुराचार र दुर्व्यवहारको उजूरी गर्दा आफूलाई सजिलो हुने ब्यक्तिमार्फत पनि गर्न सकिने छ । वा आपत्तिजनक व्यवहारको प्रत्यक्ष साक्षीमार्फत पनि दिन सकिने छ ।

### कारवाही प्रक्रिया

- एउटा निष्पक्ष समिति गठन गरी उजूरीमाथि छानबिन गरी, आरोपी र आरोपीतलाई आफ्नो सफाईका लागि तर्क राख्ने मौका दिईने छ । आरोपीतलाई आफ्नो सफाईको लागि पूर्ण मौका दिईने छ ।
- आरोपीले आफ्नो सफाई दिन नसकेमा दोषी करार गरि कारवाही अगाडि बढाईने छ ।
- यौन दुराचार र दुर्व्यवहारको प्रकृतिको कारण कुनै घटना प्रमाणित हुन नसकेमा अनुसन्धानकर्ता वा व्यवस्थापन समुहले अरु कर्मचारीहरुबाट उनीहरुको अनुभवका आधारमा प्रमाणित प्रमाण नभएता पनि अनुशासन सम्बन्धि कारवाही गर्न सक्ने छ ।
- अनुसन्धानकर्ताको प्रमाणित प्रमाणका आधारमा अनुशासनको कारवाही वा पदबाट निष्काशन समेत गर्न सकिने छ । र जघन्य दुराचार भएको प्रमाणित भएमा विद्यमान कानूनी प्रकृयाद्वारा कारवाही अगाडी बढाईने छ ।



## **Employee Grievance Resolution Procedure**

**Policy:** Employee has the right to bring perceived unfair practices to the attention of management.

1. Employee are strongly encouraged to settle grievances at their immediate supervisor level, if that is not possible or if the supervisor is the source of the grievance, a written or verbal complaint may give to Executive Director or concerned supervisors.
2. ED and or concerned Supervisors must investigate each grievance reports thoroughly, impartially, and confidentially. If ED/Management finds evidence supporting the grievance, a solution is sought at the level of Core Management Team (CMT).
3. If the grievance cannot be resolved, a grievance committee may be formed of 5 members, one selected by the employee member making the grievance, one selected by the party named as the source of the problem and three selected by Executive Director.
4. The committee will hear all sides of the grievance including the employee member making the complaint and the employee member accused of being the source of the grievance. The committee may call upon other parties if additional information is requested. The decision of the committee ends the process if accepted by the complaint.
5. Any grievance should be informed to the Executive Director. The decision of the committee may be appealed to the Executive Director and the decision of the Executive Director is final.
6. If the Executive Director is the source of the problem, the grievance may be forwarded to the Board after informing the Senior Management Team (SMT)