

## **Safeguarding Standards of Conduct Agreement for Partner Organizations**

As an international NGO and an accredited academic institution, World Learning and SIT recognize their privilege in serving students and other participants through a diverse range of programs that aim to empower individuals and institutions to effect positive change in the world. Therefore, World Learning and SIT prioritize the well-being and safety of our program participants, some of whom are vulnerable individuals. In addition, World Learning and SIT recognize that organizations implementing programs for children have a special duty of care towards the children with whom they work.

For ease of reference, a few key terms from the Policy are:

“Participant” is defined as “Anyone participating in World Learning/SIT programs as a beneficiary or directly receiving material support from World Learning or a World Learning agent (such as subrecipient or contractor). This includes individuals participating in exchanges or directly receiving education, training or other services from World Learning programs, including SIT students.”

“Related parties” or “related individuals” includes World Learning/SIT Board members, visitors, host family members, program mentors, consultants, donor representatives who interact with participants and beneficiaries and visitors, as well as the employees and individuals of entities that have entered into a partnership, contractor, or subaward agreements with World Learning/SIT.

A “child” or “minor” means anyone under the age of 18. “Undergraduate Participant” means a participant in a World Learning/SIT run program for undergraduates such as Study Abroad or GDE programs for undergraduates.

**Therefore, in my capacity as a World Learning/SIT Partner, my organization agrees to adhere to the following Safeguarding Standards of Conduct:**

### **I MUST:**

- Conduct myself in a manner consistent with World Learning’s/SIT’s values, including complying with World Learning’s Safeguarding Policy.
- Treat all participants with respect, regardless of race, color, gender, sexual orientation, gender identity, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Proactively and diligently take reasonable action to protect participants from harm.
- Prioritize the safety and well-being of participants.
- Act in accordance with health, safety, and security guidelines and endeavor to safeguard participants, including online.
- Report immediately any safeguarding incidents, violations of World Learning’s Safeguarding policy, or allegations of such in accordance with the Reporting Requirements in this policy.
- Disclose to World Learning/SIT any civil judgement or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse or neglect of anyone, including minors.

- Obtain consent before photographing participants in accordance with World Learning and SIT Photography Guidelines. World Learning/SIT employees and consultants will use World Learning's Photo Release form when applicable.
- Avoid actions or behaviours that could be construed as harassing, exploitative or abusive towards participants.

**In addition to the above, in my capacity as a World Learning Partner, when in contact with child participants (i.e., participants under 18 years of age) and undergraduate participants,**

**I MUST:**

- Provide a safe, supportive, and inclusive environment for undergraduate participants and minors.
- Follow local laws regarding reporting any child abuse or harm.
- Wherever possible, ensure that another adult is present when working in proximity of children or undergraduate participants.
- Before taking any photographs, ensure consent has been obtained both from the child and parent or legal guardian in the case of minors and from the participant in the case of an undergraduate participant. (See Photograph Release Form)
- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child or undergraduate participant.
- Ensure photographs, films, videos and DVDs present children or undergraduate participants in a dignified and respectful manner and not in a vulnerable or submissive manner. Children and undergraduate participants should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child or undergraduate participant when sending images electronically or publishing images in any form.

**In my capacity as a World Learning/SIT Partner,**

**I MUST NOT:**

- Use the position of power conferred by my role as a Partner to exert pressure, gain economically, professionally or sexually, or extract or accept favors, bribes, gifts or other forms of personal enrichment.
- Have sex or engage in any sexual activity with a minor regardless of the age of consent or permissibility of child marriage in the controlling jurisdiction.
- Enter into a sexual relationship with a current participant.
- Participate in prostitution or exchange money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This includes the exchange of sexual favors for access to World Learning/SIT programs or assistance.
- Inflict any physical or severe emotional harm on a participant.
- Send degrading or harmful written or verbal messages to a participant, such as sexually explicit messages or pornography.
- Invite or meet a participant alone (one on one) in a private setting.
- Place themselves in situations in which they are vulnerable to allegations of misconduct.
- Show favoritism.
- Be intoxicated when interacting with participants.
- Use World Learning's/SIT's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.

- Use any computers, mobile phones, video cameras, cameras or social media inappropriately, and exploit or harass children or access child exploitation material through any medium.

**In my capacity as a World Learning/SIT Partner, and when in contact with child participants (i.e., participants under 18 years of age) or an undergraduate participant**

**I MUST NOT:**

- Hit or physically abuse a minor or undergraduate participant (even if culturally acceptable).
- Emotionally or verbally abuse a minor or undergraduate participant.
- Hire a child or engage in any commercially exploitative activities with children including child labor or trafficking.
- Subject a child or undergraduate participant to physical, emotional or psychological abuse, or neglect.
- Use language or behavior towards children or undergraduate participants that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Meet or invite a child or undergraduate participant to meet with me outside of program-related activities.
- Invite or have a child alone or undergraduate participant in my home or invite myself or enter a child's or undergraduate participant's home when the child or undergraduate participant is alone (unless they are at immediate risk of injury of physical danger).
- Find myself alone with a child or undergraduate participant; other adults must be present or within view unless an emergency situation makes it unavoidable.
- Sleep close to unsupervised children or undergraduate participant unless absolutely necessary and another adult is present.
- Do things for a child or undergraduate participant of a personal nature that they are able to do for themselves (such as bathing, dressing, etc).

I agree to comply with the above Standards. I agree that I will notify World Learning/SIT immediately of any potential safeguarding violations or concerns, including any violations of the Safeguarding Standards of Conduct. I may notify my point of contact with World Learning/SIT or report through World Learning's Ethics and Compliance Hotline:

**World Learning's Ethics and Compliance Hotline allows anonymous reporting and can be reached through the following means:**

Website: [www.lighthouse-services.com/worldlearning](http://www.lighthouse-services.com/worldlearning)

Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include "World Learning" in subject line)

**Toll-Free Telephone:**

- English Speaking USA & Canada: 833-400-0039
- Spanish Speaking USA & Canada: 800-216-1288
- All other countries: 800-603-2869 (must dial country access code first – codes and instructions are available via the link below:
- <https://www.lighthouse-services.com/documentlink/International%20Toll-free%20Hotline%20Access%20Instructions.pdf>