



Crosswise Works

Safeguarding Policy & Code of Conduct

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Policy Purpose Statement

At Crosswise Works, we believe in the inherent rights, freedom, dignity and equality of all people. Crosswise Works cares about and is committed to ensuring the safety, security, and well-being of the people it works with. This applies to all people we work with to implement our activities including employees, partners, sub-contracted partners, consultants, and beyond.

Scope

This policy applies to anyone associated with the delivery of Crosswise Works' work in all countries where we work. This includes employees, partners and their respective staff, consultants, trainers, volunteers, trustees and other representatives working through its programmes and initiatives.

In countries where the following policy contravenes local legislation, local legislation must be followed with guidance from Crosswise Works. Crosswise Works' Safeguarding policy will apply in the event that it is more stringent than local legislation.

Crosswise Works staff and representatives must always treat all participants with respect, regardless of race, gender identity, language, religion, opinions, nationality, ethnicity, (dis)ability, class, sexual orientation or other status. They should act professionally towards the youth participants that they interact with in their role, following relevant laws pertaining to working with young people. They should consider the risk of harm when engaging with or conducting activities with young people – both whether there is any possibility a youth participant may be abused or exploited through their engagement with Crosswise Works. .

Roles and Responsibilities

All Crosswise Works internal staff and consultants must understand and agree to the safeguarding policy.

We expect all implementing partners to have their own safeguarding policies in place, which will be reviewed by safeguarding focal-point at Crosswise Works to ensure alignment. If this is not the case, then Crosswise and we request for an implementing partner to sign Crosswise Works safeguarding policy in addition to their own.

In addition, Crosswise Works will request that all partners and trainers, consultants and staff that come into direct contact with project participants also sign the code of conduct individually.

Crosswise Works does not work with children under 18 years of age, we work with youth from 18 years upwards.

For Crosswise Works, **Youth** is defined as any person, of either sex, who is above the age of 18 years and under the age of 35 years.



Crosswise Works has an appointed Safeguarding Focal Point and a back-up Safeguarding Officer to ensure that Crosswise Works is always accessible and accountable regarding Safeguarding reporting and procedures.

Safeguarding Definitions

Crosswise Works uses the following definitions within their safeguarding policy and practices:

Abuse includes Physical Abuse, Sexual Abuse, Emotional Abuse and Exploitation

Physical Abuse is the deliberate application of force by any person (including Children, Youth or Other Persons) to any part of the body of the Child and/or Youth, which results or may result in non-accidental harm or injury to a Child and/or Youth. Physical Abuse may include shaking, choking, biting, kicking, burning, poisoning, holding a Child and/or Youth under water, or any other harmful or dangerous use of force or restraint.

Sexual Abuse occurs when a person (including Children, Youth or Other Persons) uses a Child and/or Youth for sexual purposes, without the consent of the Child and/or Youth in question. Sexual Abuse includes fondling, intercourse, incest, sodomy, exhibitionism, and commercial Exploitation through prostitution or the production of pornographic materials. Sexual Abuse may include, but is not limited to, permitting, encouraging or requiring a Child and/or Youth to engage in any of the following activities if they occur between a person (including Children, Youth or Other Persons) and a Child and/or Youth:

- Using or engaging in sexually provocative language, acts or conduct towards a Child and/or Youth;
- Rough-housing or engaging in conduct which involves physical contact with a Child and/or Youth and which is sexually suggestive in nature;
- Kissing, fondling, caressing, patting or pinching a Child and/or Youth or engaging in sexual
- Intercourse or other sexual conduct designed to sexually stimulate either or both of Organizational Personnel and Child and/or Youth;
- Using sexual remarks, jokes, innuendo or taunting about a Child and/or Youth's body or sexual orientation or uttering, either verbally or in writing, invitations, requests or sexually suggestive remarks or displaying pornographic or sexually suggestive material to a Child and/or Youth;
- Conduct of a sexual nature for the stimulation, gratification, profit and self-interest o
- Organizational Personnel who are in a position of trust or authority or with whom the Child and/or Youth are in a relationship of dependency; and/or
- Prostitution or production of material of a pornographic nature.

Emotional Abuse involves actions towards a Youth that cause or could cause serious behavioural, cognitive, emotional, or mental disorders in the Youth. Emotional Abuse also occurs when a person (including Youth or Other Persons)



makes verbal threats, socially isolates a Youth, intimidates, Exploits, terrorizes, or routinely makes unreasonable demands on a Youth.

Exploitation refers to situations whereby an abuser makes unfair profit and/or takes advantage of unequal power and/or economic status of a Youth.

Best Interests of Youth: The principle of best interests applies to all actions concerning Youth and requires active measures to protect their rights. These measures will promote Youth safety; physical, emotional and developmental needs; well-being of Youth; and support and assist Youth to realize their rights. This includes their participation to ensure that their opinions are heard in matters affecting them.

Organization: All organizations and individuals who are involved in carrying out Crosswise Works programs directed at assisting Youth, which includes, but is not limited to, contractors, sub-contractors, (including their employees, volunteers, directors and officers and any other personnel), as well as any consultants or affiliates that may work with such contractors or subcontractors, as applicable.

Organizational Personnel: Includes directors, officers, employees, volunteers, contractors, sub- contractors, consultants, and any other person who performs duties involving Youth either on a volunteer or on a paid basis, whether on a full-time, part-time or temporary basis, for the Organization.

Other Person means any person, of either sex, who is older than Youth as defined herein, i.e. "Other Person" means a person who is aged 35 years of age or older.

Protection of Youth: The responsibility, actions and measures taken to prevent and respond to Abuse, Exploitation and violence against Children and Youth.

Guidelines:

Gender Inclusion

The Organization will ensure that all policies and procedures to protect youth take into account gender equality and non-discrimination requirements. Recognizing that women and men may face different risks relating to their safety and protection and that all Youth have the equal right to protection, irrespective of: race; colour; sex; language; sexuality; disability; religion; political or other opinions; national, social or indigenous origin; property; birth or other status.

Persons with Disabilities

Persons with disabilities are commonly excluded when designing and delivering programmes/activities. This exclusion can mean that persons with disabilities do not receive the services on offer and/or do not participate in general programme activities. This general exclusion from services and lack of participation in activities can cause harm to persons with disabilities in and of itself. It is less likely that this harm will be SEAH. Situations like this may



turn into SEAH as persons with disabilities can be sexually exploited, abused or harassed by NGO staff in order to get onto the service recipient or to join an activity participant list.

For programmes and activities that do include persons with disabilities, it is common that persons with disabilities are not consulted at the design phase and that their specific needs are not appropriately taken into consideration (for example, special equipment, accessible communications considerations or materials are often not included or have not been budgeted for). This all leads to increased risks of SEAH and other forms of harm, like discrimination, caused by the NGO.

The specific risks of SEAH and other forms of harm that persons with disabilities face will vary based on a range of factors including their form of disability, their other personal characteristics, like their gender, age or ethnicity, and the type of programme or service.

Some general risks faced by persons with disabilities include but are not limited to:

- There can be an assumption that persons with disabilities are not aware of what is happening to them so the abuse is not as harmful.
- Some persons with disabilities may be less able to understand or recognise signs of SEAH and may be less able to defend themselves from abuse. Some people may feel that it is not worth educating persons with disabilities about SEAH because they may not understand.
- Persons with disabilities are often bullied, negatively spoken about and made fun of, simply because of their disabilities. This damages their self-esteem and decreases their confidence, which may cause depression or subject them to more abuse.
- People with disabilities can be seen as a curse or "deserving" of harm and abuse.
- Negative societal perceptions of persons with disabilities promotes a ground for SEAH and other forms of harm, including by organisations that provide support to them. This may decrease the confidence of persons with disability and could even force some to accommodate sexually abusive behaviour from staff.
- Financial constraints or a lack of a social network may make persons with disability more vulnerable to SEAH. Persons with disabilities often have to rely on others for support (caregivers, health professionals, other programme participants etc.), this can put them at increased risk. Also, persons with disabilities may be more likely to be negatively impacted by other factors which may increase vulnerability, such as natural disasters or conflict.
- Due to the need for support, they give in to sexual abuses from staff, volunteers, contractors of NGOs and fail to report due to fears that no one will believe them, and fears that they may lose the support given to them by the NGO.
- Persons with intellectual disabilities, especially children, could be at risk of SEAH and other forms of harm by NGO staff, volunteers, and contractors. There may be a belief that persons with disabilities won't report or accessible reporting mechanisms may not even be in place. This may lead to emotional trauma, depression and more abuse.



Safeguarding for persons with disabilities:

For programs in which Crosswise Works works with persons with disabilities, the following safeguarding for persons with disabilities will be followed:

Disability Inclusion

Feeling excluded from activities for persons with disabilities can exacerbate feelings of isolation, neglect and unfair treatment. Therefore, programs with a focus on persons with disabilities should be co-created and co-validated with persons with disabilities and Disability Inclusion Officers to ensure it is accessible and feasible.

Material should be developed in a way in which it can be easily adapted for assistive devices. Sufficient in-classroom support should be made available, including persons with disabilities own personal assistants, or provided personal assistants and translators.

Process Clarity:

Clarity in information for persons with disabilities is important; participants with disabilities should receive information through accessible means on what to expect from staff behaviour, what abuse is, what to report and how to report. This information should be refreshed throughout the program duration for each cohort.

Informed consent

Personal information and/or images of all program associates and participants will only be used after informed consent has been obtained in writing from the person and/or their parent(s) / legal guardian(s) (if applicable). Written consent should always be obtained to ensure informed consent has been granted.

Reporting Procedures:

Reporting procedures are often not accessible and, due to embedded discrimination and stereotypes, a report by a person with a disability is often not taken seriously or responded to appropriately. Therefore a range of reporting structures for persons with disabilities must be provided on all programs so that different needs do not exclude participants from reporting. These will be decided upon consultation with (lead) partner organisations in consortium and done per country.

Programme activity locations

Ensure that locations and facilities chosen for programme activities are accessible for persons with disabilities. Where possible, avoid over dependence on other participants for support to reduce risks of SEAH and other harms. Hold “environment walks” and checks prior to activities to ensure the facilities are appropriate. This can be done with / advised by persons with disabilities.

Risk Assessments

Crosswise Works take a proactive and preventative approach to embedding SEA-H guidelines into their programming by ensuring in-depth risk assessments are conducted before program implementation. Crosswise Works will put in place tailored measures to



assess, analyze and reduce safeguarding risks associated with the program, partnership with other implementing partners (downstream partners) and the community as well as with functional areas of their organization such as human resources, communication, research, etc.

We expect all implementing partners to have their own safeguarding policies in place, which will be reviewed by safeguarding focal-point at Crosswise Works to ensure alignment. If this is not the case, then Crosswise and we request for an implementing partner to sign Crosswise Works safeguarding policy in addition to their own.

In addition, Crosswise Works will request that all partners and trainers, consultants and staff that come into direct contact with project participants also sign the code of conduct individually. If stipulated by donor, police and criminal record checks will be procured for anyone coming into direct contact with youth participants.

Regular safeguarding training sessions will be held for CWW staff and partners annually and when onboarding in a new contract / project.

The safeguarding focal point at CWW has followed the RSH e-learning course on Safeguarding Matters.

Informed Consent

Crosswise Works and partners will provide Youth and Others with all necessary details to make an informed decision regarding their participation in programs and activities, including any voice recordings, video or photographs of Youth and Others. Youth and Others will understand how their images may be used and be supported to identify and evaluate any associated risks. Personal information of Youth will only be used after informed consent has been obtained in verbal form.

Images and recordings of young people over the age of 18 should as a rule only include first names and not surnames, and should only be done after discussion with and with the informed consent from young people themselves. For children, Oxfam must seek informed consent from a parent or guardian, in addition to obtaining informed assent from the child, where they are old enough to understand.

Young people retain the right to remove any pictures or stories about them from public view at any stage and should be made aware of this.

A story-gatherer (interviewer, photographer or video-maker) should exercise judgement and creative skills to tell a powerful story in a way that doesn't reveal a young person's identity when they are under 18, or when this may put them at risk due to e.g. political or religious contexts.



Data Protection

Personal data incorrectly handled could be used to facilitate abuse or exploitation. To the extent possible, personal information on young people should never be used in ways which allow the young person to be identified (e.g. publicity material must not give a young person's full name and address).

Crosswise Work's dedicated Safeguarding Lead will ensure that data is carefully stored in a manner which protects the personal data and identity of the reportee. Information sharing will be restricted to a needs-to-know basis following the set procedures.

Personal information regarding any Child or Youth, whether or not such information is obtained as part of the programs involving Children or Youth, will not be disclosed to any third party, except in accordance with the policies of the Organization or as required by applicable local laws.

Survivor-Centred Approach to SEA-H

Crosswise Works SEA-H approach is foundationed upon the Survivor-Centred Approach: A survivor-centred approach creates a supportive environment in which the survivor's rights and wishes are respected, prioritised, their safety is ensured, and they are treated with dignity and respect. The Survivor-Centered Approach mirrors Crosswise Works commitment to ensuring that all partners, participants, volunteers, community members and staff feel safe and able to actively participate in shaping the programs of Crosswise Works and feeling dignified throughout their interactions or working with Crosswise Works and its programs.

Crosswise Works use of a survivor-centred approach is especially important regarding the vulnerability of some of its program participants, especially those involved in the We Can Work program with persons with disabilities.

The Survivor-centred Approach has guided the design and implementation of the Safeguarding policy. The Crosswise Works survivor-centred approach is based on the following guiding principles:

- **Confidentiality:** Survivors have the right to choose to whom they will or will not tell their story, and information should only be shared with the informed consent of the survivor. Although there may be instances where an imminent threat of harm to a child or someone else may override confidentiality.
- **Safety:** The safety and security of the survivor and her/his children is the primary consideration.
- **Respect:** All actions taken should be guided by respect for the choices, wishes, rights and dignity of the survivor. The role of safeguarding teams is to facilitate recovery and provide resources to aid the survivor.
- **Non-discrimination:** Survivors should receive equal and fair treatment regardless of their age, gender, race, disabilities, nationality, religion, ethnicity, sexual orientation or any other characteristic.



Reporting Mechanisms & Whistleblowing

We actively encourage anyone including Crosswise Works partners or program participants to raise a concern or make a complaint to Crosswise Works about something they have experienced or witnessed without fear of retribution. Raising concerns can include concerns regarding a Crosswise Works partner, program, or Crosswise Works itself.

Reporting Channels:

Concerns can be raised in three ways:

1. In writing to the Crosswise Works reporting team at: report@crosswiseworks.nl
2. Requesting a virtual or face to face meeting with CWW Safeguarding Focal Point: [Malou van Nieuwkoop \(malou@crosswiseworks.nl\)](mailto:malou@crosswiseworks.nl)
3. If the concern relates to a specific project - then the lead partner of the project can also be contacted directly.
 - a. For WCW contact: safeguarding@light-for-the-world.org

The Crosswise Works Safeguarding Focal Point is responsible for ensuring reporting channels are routinely checked, responded to and recorded. They are also responsible for setting the Safeguarding Procedure into action regarding reports made.

When the designated Safeguarding Focal Point receives a complaint of sexual harassment, they will:

- Immediately record the dates, times and facts of the incident(s)
- Ascertain the views of the victim as to what outcome he/she wants
- Ensure that the victim understands the company's procedures for dealing with the complaint
- Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keep a confidential record of all discussions
- Ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.

Throughout the complaint's procedure, the person can request to be supported by a counsellor procured by the company.

Crosswise Works will respond to all safeguarding reports made through these channels in a professional and timely manner to all concerns or allegations of sexual exploitation, abuse or harassment.

All Crosswise Works staff are responsible to report on SEA-H incidents internal to Crosswise Works activities or on programs which Crosswise Works is involved in to the Safeguarding Focal Point.



The Safeguarding Focal Point will involve the executive board if necessary within the set organisational Safeguarding Procedure.

Reporting Data:

The Organization will retain written records of all reports of Abuse, including, but not limited to the date of the report and the date of the alleged Abuse, the name and address of the reporter and his/her parent(s) / legal Guardian(s) (if applicable); the name of the Organizational Personnel who made the report; the name of the governmental contact to whom the report was made and a clear description of the facts that led to the report; as well as any other available information.

Each safeguarding incident reported to The Organisation will be recorded, alongside the related follow up actions and steps.

The Organization will advise its insurance provider of the complaint of the Abuse, as applicable, and retain records of any such reports. The Organization will also advise any other partners involved in the project as well as the donor of any complaints of the Abuse either in writing or by Email. All such records will be kept within the files of the Organization in accordance with the privacy and confidentiality policies of the Organization.

Breaches of Safeguarding Policy

Breaches of the Policy will not be tolerated and may result in disciplinary procedures, change of duties, termination of employment or relationship, and possible legal proceedings, for Crosswise Works staff, contractors, volunteers or people working in Crosswise Work's name.

Organisational SEA-H Training and Awareness Raising:

Crosswise Works will host an annual integrity workshop for all Organisation staff on which the SEA-Definitions, procedures and safeguarding principles will be examined and refreshed. Safeguarding reporting mechanisms will also be reviewed and refreshed during these sessions.

The Crosswise Works Safeguarding Lead will also send periodic reminders to all Crosswise Works staff on SEA-H ethics, procedures and definitions to ensure that all staff stay vigilant, informed and motivated regarding safeguarding principles.

The Safeguarding Focal Point and the Safeguarding Officer will partake annually in a Safeguarding training.



Safeguarding Policy Update

Crosswise Works will conduct a Safeguarding Policy review every three years. To facilitate this, every three years a desk review of SEA-H policies will be conducted to ensure that we are up to date with the latest research and most inclusive and in-depth Safeguarding Policy procedures and policies.

This ensures that Crosswise Works build continuous learning into their policy and safeguarding design and implementation.



Code of Conduct

This Code of Conduct applies to all staff, volunteers, and associates, international and local, employed or contracted by Crosswise Works. All staff have to sign the Crosswise Works when they come onboard as part of the Crosswise Works Safeguarding Policy.

The purpose of this Code of Conduct is to set out the conduct expected of Crosswise Works staff, volunteers and associates, whilst under contract to the organisation, and forms part of all contracts of employment.

The Code of Conduct is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal. By signing this document, I agree:

- To read and comply with Crosswise Works Safeguarding Policy and this Code.
- To report any concerns or incidents in line with procedures set out in the policy.
- To raise awareness of the policy and Code of Conduct in my work environment.

Working with youth and at-risk adults

I will

- Be sensitive to different cultures, beliefs, and points of view, and treat differences of physical or intellectual ability, race, gender, sexuality, and social background with respect and dignity.
- Ensure physical contact is always appropriate and not an invasion of the individual's privacy, where physical contact is necessary in order to provide care for some individuals with disabilities, I will ensure there is agreement and consent from individuals themselves.
- Use positive, non-violent methods to manage behaviour.
- Ensure the use of the 'Two-Adult Rule'. This means, when interacting with at-risk adults and/or children in a work context, I will ensure that another adult is always present or within reach. If the two-adult rule is not possible for example when working with individuals with personal care needs, e.g., support when changing or going to the toilet the safety and dignity of the child or at-risk adult will remain paramount. I will work with other staff and the service user and care giver to agree clear processes around the two-adult rule based on what is necessary and appropriate to safeguard them and uphold their dignity, this process will be documented, and consent gained and stored.
- Always respect an individual's dignity and their need to be safeguarded when taking photographs, filming, or writing reports.
- Be mindful and proactively seek to challenge discrimination and stigma some children and at-risk adults with disabilities may face.
- Ensure that when photographing, filming or interviewing children and at-risk adults, that informed consent has been obtained, individuals are properly dressed and are



not depicted in a way that is abusive, sexually provocative, demeaning or culturally inappropriate or that characterises them as being reliant on the viewer.

- Ensure that any media protects the privacy of the individual and that no personally identifiable information (PII) is shared, this includes PII related to children and at-risk adults impairment type.
- Bring to the attention of the relevant manager any potential incident, abuse or concern that I witness, are made aware of, or suspect which appears to breach the standards contained in this Code of Conduct.
- Respond to safeguarding concerns according to Crosswise Works reporting protocol.
- Comply with any investigation led by official bodies (including interviews) and make available any information necessary.

I will never

- Engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Condone or in any way force an at-risk adult, or a child, to participate in any form of sexual activity, real or simulated, on the internet or in any other medium.
- Engage in sexual relationships with service users since they are based on inherently unequal power dynamics.
- Engage in any commercially exploitative activities with children or at-risk adults including child labour (e.g. domestic servitude¹, street begging) or any form of trafficking.
- Make sexually suggestive comments or actions to a child or at-risk adult.
- Physically assault a child or at-risk adult nor use any form of corporal punishment as a disciplinary measure regardless of social norms.
- Condone, or participate in behaviour with adults or children that is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual, ritualistic or substance abuse.
- Never emotionally or psychologically abuse a child or at-risk adult including acting in ways intended to shame, humiliate, belittle, or degrade others.
- Help at-risk adults or children with acts of an intimate or private nature, which they can do for themselves.
- Spend excessive time alone with an at-risk adult, or a child, away from others, behind closed doors or in a secluded area (in line with the 'Two Adult Rule')
- Take an at-risk adult, or a child, who has been involved in our programmes, to my home, or visit them in their home where I may be alone with them.
- Sleep in the same bed or the same room as an at-risk adult or a child met through work or allow them to stay overnight at my home.
- Take an at-risk adult or a child met through work alone in a vehicle unless it is absolutely necessary, and only with parental/guardian and managerial consent

Upholding the integrity and reputation of Crosswise Works, ensuring that my professional and personal conduct is consistent with Crosswise Works' values and standards

- I will treat all people fairly with respect and dignity.



- I will be honest, fair, ethical, and accountable in everything I do.
- I will be committed to playing my part in creating a culture of openness and mutual accountability in the workplace, where people are listened to and respected as individuals.
- I will help create and/or uphold an environment that is inclusive, making reasonable adjustments for individual's needs; (including but not limited to; adjustments for physical or intellectual needs and for religious needs).
- I will ensure that my conduct does not bring Crosswise Works into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- When working in an international context or travelling internationally or nationally on behalf of Crosswise Works, I will be observant of all local laws and be sensitive to local customs
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Crosswise Works premises or accommdaotion.

Ensure the safety, health and welfare of all Crosswise Works staff members and associated personnel (volunteers, partners, suppliers and contractors):

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Crosswise Works:

- I will ensure that I use CWW assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use CWW IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism.
- I will not use CWW IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal, or family (or close intimate relationship) interest in matters of official business which may impact on the work of CWW
- I will not be involved in awarding benefits, contracts for goods or services, employment, or promotion within CWW, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.



- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with [CWW].
- I will ensure that my use of social media does not discredit or bring [CWW] into disrepute.
- I will notify [CWW] if I am found guilty of any criminal charges during my employment.

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to service users, colleagues, work-related matters or any sensitive information unless legally required to do so.

Duty to Report

- I understand that it is a mandatory requirement to report any complaint or concern relating to a breach of this Code to the safeguarding focal point at CWW. CWW is committed to ensuring that all complaints or concerns are handled confidentially with no fear of reprisal to the complainant. My Agreement I have read, understood and agree to abide by Crosswise Works' Code of Conduct and I understand that I may face disciplinary action and possible criminal prosecution in the case of some of the above if I do not follow it.

Name and position:

Signature:

Date and location: