



Safeguarding Policy

Developed by HumanImpact5 – HI5 LLC, 30 March 2021
Updated and approved by the HI5 Governance Administrator

15 December 2022

Introduction

HI5 Governance (HI5G) is a Swiss-based Limited Liability Company (LLC). HI5G offers bespoke services, tailored to the unique needs of our clients and partners. Whether public, private, or non-profit sector work, we commit to ensuring that the highest standards of safeguarding are upheld by our staff, associate consultants, other collaborators, and service providers. While we generally are not in direct contact with vulnerable adults or with children, we are adamant about ensuring that we ‘walk our talk’ and uphold highest ethical standards. This policy serves to ensure that we uphold and model the principles, policies, and practices on safeguarding – child safeguarding and more broadly on prevention of sexual exploitation, abuse and harassment, including of adults.

What we value

We value trust, respect, integrity, transparency, and responsibility. We care for the people we work with and for the work at hand. We build psychological safety and trust in the way we communicate, even when sensitive or difficult topics need attention. We dare to take on initiatives that we believe in.

No tolerance

We do not tolerate any form of abuse, discrimination, exploitation, or attack on personal integrity on the part of our staff or collaborators. We take responsibility to uphold our duty of care. We also do not tolerate complaints that are made with malicious intent, nor retaliation against anyone who files a complaint in good faith.

We learn

This policy will evolve over time, and learnings from our own experience, and that of others, will continuously feed into our ethics framework, including our Code of Conduct and Anti-Fraud Policy. The basis for this policy can be attributed to a number of well-established safeguarding standards.¹

Policy scope, definitions, concrete examples

Safeguarding from sexual exploitation, abuse, and harassment (also moral), for the purposes of this policy, covers staff interactions, staff to client interactions and vice versa, staff to service provider interactions and vice versa, and also covers any interactions we may have through our projects with children and vulnerable adults.

It covers the following forms of misconduct:

- **Moral harassment:** While no unified definition exists in Swiss law,² the following is considered as moral harassment by HI5G based on various sources. Moral harassment includes any form of abuse of power, hostile or intimidating remarks or acts that are repeated over time, that aim to destabilise or marginalise someone from the work at hand. In the virtual workplace, this also covers publishing on line any rumours, misinformation, or negative remarks or threats.

Examples of unaccepted behaviours: constant interruptions, shouting, refusing contact, not greeting a person, spreading rumours, mockery, humiliation, insults, assigning tasks that are either far below or far above the terms of reference, enforcing excessive workload, threatening or carrying out physical violence, doxing, online threats, or discrimination.

¹ [Protection from Sexual Exploitation and Abuse | IASC / PSEA \(interagencystandingcommittee.org\)](https://www.interagencystandingcommittee.org/)

² [Mobbing et autres formes de harcèlement - Protection de l'intégrité personnelle au travail \(admin.ch\)](https://www.admin.ch) (French version)

- **Sexual harassment:** Based on Swiss law, sexual harassment (in the workplace) is defined as any harassing behaviour of a sexual nature or other behaviour related to the person's gender that adversely affects the dignity of women or men in the workplace is discriminatory. For HI5G, this means any discrimination that is based on sex, gender, or sexual orientation and covers unwanted coercion, sexual advances, or sexist putdowns. It also includes threats, the promise of advantages, the use of coercion and the exertion of pressure in order to obtain favours of a sexual nature.³
Examples of unaccepted behaviours: Insinuating and suggestive remarks about someone's appearance; sexist comments or jokes about sexual characteristics, sexual behaviour, or sexuality of any person; showing or displaying pornographic material in the workplace; issuing unwanted invitations of a sexual nature; any unwanted bodily contact; stalking; offering promises of advantage or threat of disadvantage stipulated upon sexual favours; sexual assault, coercion or rape.
- **Sexual exploitation:** 'Actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.'⁴ This also refers to any sexual relations with a child (anyone under 18 years of age).
- **Sexual abuse:** 'Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.'⁵ This also refers to any sexual relations with a child (anyone under 18 years of age).⁵
Examples of sexual exploitation and abuse: sexual assault; making sex a condition for assistance or work, blackmailing someone into having sex, forcing sex, forcing someone to have sex with anyone, forcing a person to engage in prostitution or pornography, unwanted touching of a sexual nature.⁶

Prevention

HI5 Governance offers annual ethics framework training sessions to staff and associate consultants, including for this Safeguarding policy, as deemed necessary. We are happy to extend this offer to our service providers if there is no such offer within their own respective organization. HI5G conducts reference checks on its staff, associates, consultants, or other affiliated persons with targeted questions related to safeguarding.

Response

Any safeguarding issues by HI5 Governance staff, associates, consultants, or other collaborators can and should be reported safely to: **[ethics\(at\)hi5governance.ch](mailto:ethics(at)hi5governance.ch)**

At the time of this policy writing, the above email is solely managed by the company administrator, Dr. Michaela Told. Should reporting to the company administrator not be possible for any reason, the following email can be used: [ethics\(at\)humanimpact5.ch](mailto:ethics(at)humanimpact5.ch) which will be sent to Gabrielle Landry Chappuis, Administrator of HumanImpact5 HI5. Should an investigation be warranted, HI5G will mandate an external, independent investigator.

All of the behaviours in this policy are considered serious misconduct, are not tolerated by HI5 Governance, and once verified will lead to sanctions, including contract termination.

³ [Sexual harassment in the workplace - A guide for employees \(admin.ch\)](#)

⁴ [sexual-exploitation-and-abuse-pamphlet-en.pdf \(who.int\)](#)

⁵ Ibid.

⁶ Ibid.