IYF CHILD PROTECTION POLICY & PROCEDURES



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INTRODUCTION

The *Child Protection Policy* of the International Youth Foundation (IYF) represents our zero tolerance of child abuse, child sexual abuse, child pornography, and other forms of violence against children. The *Child Protection Policy* exemplifies the commitment made by IYF to proactively protect children and youth that directly or indirectly benefit from IYF projects. The policy provides a framework for managing and reducing risks of child abuse by persons engaged in or supporting our programs.

While most of IYF's work focuses on youth, program participants range from 12-30 years old. IYF has a responsibility to ensure it is safeguarding all program participants, especially those who are under the age of 18 years. It is important to note that although this policy prioritizes children among the youth population that IYF supports, most of the principles and standards within the policy apply to all IYF program participants regardless of age. IYF envisions an environment that is safe and supports the protection of all young people. Staff, volunteers and partners will be expected to respect and uphold the best standards of protection practice towards all young people—children and youth alike.

The policy's overall goal is to protect all children and youth that directly or indirectly participate in IYF programs.

The policy supports the following guiding principles:

- Upholding zero tolerance; abuse is never acceptable
- Acknowledging that all children and youth have equal rights to protection from abuse and exploitation
- Promoting the best interest of the child
- Sharing responsibility and commitment for child protection across the organization
- Engaging young people as partners in their own protection

Although headquartered in Baltimore, Maryland, USA, IYF works around the world. By implementing this policy, IYF recognizes that each country has its own legal systems designed to protect children and youth. This policy must be interpreted and enforced in accordance with local law. In instances where IYF policy and standards are more stringent than local law, IYF policy will supersede.

IYF periodically reviews its policies and procedures and makes revisions based upon the changing needs of the organization, best practices and changing environments. Thus, any policies and procedures outlined in these pages may be modified at any time.

PURPOSE

The purpose of this policy is to ensure that IYF has the proper processes in place to prevent and deal with child abuse by any IYF employee, volunteer, intern or service provider.

SCOPE OF THE POLICY

This policy applies to the following:

- IYF employees both in USA HQ and Country Offices
- Volunteers and Interns both in USA HQ and Country Offices
- All service providers funded by IYF through grants and/or contracts and their employees where program participants will be under the age of 18.
- Others as appropriate

In line with the guiding principles discussed below and the scope of this policy, service providers funded by IYF to implement program activities which will include program participants under the age of 18 must meet IYF's child protection compliance standards in their operations. If a prospective service provider lacks a Child Protection policy and standard operating procedures to investigate allegations, the organization must commit to signing a relevant code of conduct which IYF will provide upon entering into an agreement with the service provider and adopting IYF's Child Protection Policy and procedures. Funding disbursements will be conditional on development of Child Protection policy and procedures, and IYF may suspend or discontinue service providers failing to meet IYF standards for child protection.

IYF expects all relevant stakeholders above to respect and abide by the principles and standards set out in this Policy as well as to the relevant local and international legal instruments, conventions, declarations, and agreements that protect children from violence.

There are no exceptions, and IYF has zero tolerance for violations of this policy.

ROLES AND RESPONSIBILITIES

Creating a safe and secure environment for IYF's program participants requires the commitment and participation of staff at every level of the organization. Every staff member plays a role in ensuring the safety of IYF's program participants by reading this policy and following the instructions herein.

The President & CEO, and the Global HR Director, the latter of whom is responsible for maintenance of this policy, are ultimately responsible for the final decisions regarding any allegations brought to the attention of anyone in the organization. However, for these to be managed appropriately, the following responsibilities are assigned to staff throughout the organization.

- *Director, Global Human Resources*: The Director, Global Human Resources in USA HQ will manage the investigation of any allegation made to IYF, whether through its USA HQ or Country Offices.
- *Country Directors*: Program participants, employees, volunteers and any other stakeholder are encouraged to file any complaints related to child protection via IYF's Lighthouse interface (www.lighthouse-services.com/iyfnet) which complaints may be made anonymously or non-anonymously. However, any complainant may also file a complaint with the Global Director of Human Resources or the Country Director. Upon a complaint being filed with the Country Director, they will notify the Director, Global Human Resources. The Country Director may delegate this responsibility to another employee in the office with the approval of the CFO & EVP Finance.

If the individual feels that the individual to whom they must report incident is involved in any way in the problem, the reporter should utilize the Lighthouse reporting system or notify the next higher person in the chain of authority who they believe is not involved, up to the Chairperson of the Board. See Reporting a Complaint, below.

CHILD PROTECTION POLICY

The IYF *Child Protection Policy* outlines the core elements that support the organization's obligation and commitment to protect children that participate directly or indirectly in IYF's programs, initiatives, and/or funding. Most of these elements are also covered in detail in *IYF's Employee Handbook*. IYF

employees are expected to read the *IYF Employee Handbook* in conjunction with this policy. IYF employees that are involved in any behavior or activity that is harmful to children are subject to disciplinary action up to, and including, termination of employment and potential legal prosecution. IYF has ZERO Tolerance for abuse of these policies.

IYF affirms and adheres to the UN Convention of the Rights of Children (UNCRC), except where this Policy is more stringent in the protection of children, such as the age of majority.

Child Abuse

Definition: Child abuse is defined by the United Nations Convention on the Rights of the Child as all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent (s), legal guardians (s), or any other person who has the care of the child. (*Article 19, UNCRC*).

This Policy expands on the UNCRC principles as follows:

Physical Abuse	Any physical mistreatment to children, including hitting, burning, smothering or other physical assault, as well as forcing the child to work in an unsafe way or environment.
Emotional/Mental Abuse	Any actions (gestures, words, and behaviors) that deliberately harm a child in such a way that their mental and emotional well-being is threatened, or self-worth is threatened. This may include, but is not limited to, conveying to children that they are worthless, unloved, or inadequate. It includes teasing, belittling, insulting, rejecting, ignoring, and isolating the child.
Sexual Abuse	Any actions that force or entice a child to take part in sexual activities, whether they are aware of what is happening. This includes all forms of sexual activity involving children, including but not limited to touching children's genitals, rape, prostitution, forcing or enticing the child to watch or take part in sexually explicit material, or coercing the child to have sex or participate in a sexual activity.
Neglect	Neglect is when a caregiver has the means to provide for a child's basic needs but fails to do so. This includes any actions or failures to act resulting in the persistent failure to meet a child's basic physical and psychological needs, which is likely to result in serious impairment to health and development.

Policies:

- IYF employees will work in a proactive manner to protect children's safety from preventable harm.
- IYF employees will not condone or participate in behavior of children that is illegal, unsafe or abusive.
- IYF employees will realize that they are always the responsible parties, required to take action to avoid any harm to children and/or violation of this policy, even if a child behaves inappropriately.
- IYF employees will not put themselves in positions where their actions (physical, verbal or otherwise)

are offensive, inappropriate, abusive, neglectful or exploitative towards children.

Discrimination

Definition: Discrimination is unfair or unequal treatment of individuals or groups based on personal characteristics such as disability or appearance or group characteristics such as ethnicity or religion. IYF affirms UNCRC's principles of non-discrimination: IYF shall respect and ensure the rights to each child without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. *(Article 2, UNCRC).*

*Policies***:**

- IYF employees will not discriminate against children in its programs or services on the grounds of age, citizenship status, color, disability, ethnicity, gender, gender identity, language, marital status, national origin, political conviction, pregnancy, race, religion, sexual orientation, or tribal affiliation, or any other status legally protected by the jurisdictions in which IYF operates programming.
- IYF will promote gender equity in all its programs.

Harassment

Definition: Harassment consists of improper and unwelcome comments or behavior (methods include in person, using telecommunications and/or social media) that might reasonably be expected to be perceived as offensive, humiliating, demeaning, intimidating, or emotionally or physically harmful.

Policies:

- IYF prohibits harassment of any program participant, partner, or member of communities in which IYF conducts programs.
- IYF employees will treat all those whom they serve with respect and dignity always.
- IYF will maintain a safe environment where beneficiaries come to participate in IYF's activities.
- IYF will make its best efforts to hire and train employees of the highest integrity who are accountable, responsible and create an environment of openness for all involved.
- IYF employees will not use their relationship of authority inappropriately.

Sexual Harassment

Definition
favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, which is sufficiently pervasive or severe enough to reasonably interfere with employment, program delivery, or participation, or which creates an intimidating, hostile, or offensive environment.

While typically involving a pattern of behavior, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Sexual harassment can consist of, but is not limited to, comments, jokes, or conduct of a sexual nature, and can be delivered in a variety of methods, including in person, in writing, and/or using telecommunications and/or social media.

Policy:
- IYF prohibits sexual harassment of any individuals, employee or program participant, regardless of their work relationship.

Sexual Exploitation

Definition: Any actual or attempted abuse of position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.

Policies:
- IYF employees shall not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- IYF employees are prohibited from exchanging money, employment, goods, or services for sex, including sexual favors, regardless of local laws.
- IYF employees shall not engage in sexual relationships with program participants regardless of age since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of IYF's work.

Reporting Protocols

All employees have an obligation to report allegations, observations and/or suspected violations of this Policy. IYF will not tolerate any form of coercion, intimidation, reprisal, or retaliation against any employee who makes a report in good faith regarding a possible violation of this Policy or who provides information or assistance in an investigation. (Reference *IYF Whistleblower Protection Policy*)

Policies:
- All IYF employees are required to report immediately any allegations, observations and/or suspicions of violations or known breaches of the Policy. See Complaint Process
- If IYF finds that an employee knowingly chooses not to report an incident, then s/he may be removed from any association with IYF.
- If the reporter reasonably believes that the individual to whom they must report the incident is involved in any way, either by direct action or failure to act, the reporter should notify the next higher

person in the chain of authority who they believe is not involved, up to the Chairperson of the Board.

STANDARDS

Standards for Employee Behavior

The *Child Protection Policy* of IYF is a commitment of behavior on how IYF and its employees treat children, young people, and all participants in its programs, but it also represents the high standard and values that IYF as an organization has set and upholds to create a protective culture that safeguards program participants, staff, stakeholders and the reputation of the organization.

The following section provides a Do and Do Not guide on expected behavior of all staff on how to treat children with respect and ensure that no child is abused, exploited or neglected because of individual or organizational decisions. These Protocols are designed to protect children but are also intended to protect staff from false accusations of inappropriate behavior or abuse.

Inappropriate behavior toward children, including failure to follow IYF's Behavior Protocols, is grounds for discipline which may include dismissal from employment.

Minimizing risk situations

- Do:
  - Avoid placing yourself in a compromising or vulnerable position.
  - Avoid being alone or staying overnight with a child where others cannot witness behavior, unless the child is a family member, or the employee is the legal guardian.
  - IYF staff shall not hire minors as 'house help' in their homes. Even though providing employment for a minor may be culturally acceptable and provide benefits not otherwise available to the child, the hiring of minors may lead to misunderstandings.
  - Where possible and practical, staff are required to use the 'two-adult' rule, wherein two or more adults supervise all activities where minors or children are involved and are present always.
  - Meet with a child in a central, public location whenever possible.
  - Immediately note, using the *Incident Report Form*, the circumstances of any situation which occurs which may be subject to misinterpretation.
  - Keep in mind that actions, no matter how well intended, may be subject to misinterpretation by a third party. Impact and perception are important.

Sexual behavior

- Do not:
  - Engage in or allow sexually provocative activities or games with children to take place; never kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way.
  - Use language that sexualizes a child.
  - Encourage any crushes by a child.
  - Create, view or distribute images in any format (print or electronic) of a child who is not appropriately clothed and / or who is depicted in any poses that could be interpreted as sexually inappropriate. In addition, remember that sharing of any image of a child requires parental consent to do so, and any public sharing of images of program participants or other children is only permitted by employees who are tasked with marketing of IYF's programs (see *Standards for Marketing and Communications*, below).
  - Do not sleep in the same bed or engage in activities of a personal nature that a child could do for themselves, including dressing, bathing, and grooming.

Physical behavior

- Do:
  - Wait for appropriate physical contact, such as holding hands, to be initiated by the child, except in situations where it is expected for adults to greet children by offering them their hand.
- Do not:
  - Hit or threaten to hit a child either with a hand or other implement, otherwise physically hurt or physically abuse a child, or threaten to do so.

Psychosocial behavior

- Do:
  - Be aware of the power imbalance between an adult and child and avoid taking any advantage this may provide.
  - Be aware that as a member of IYF, your presence with children will often be temporary and you should therefore avoid creating bonds with children which encourage emotional or psychological dependency.
- Do not:
  - Use language that will mentally or emotionally harm any child.
  - Suggest inappropriate behavior or relations of any kind.
  - Act in any way that intends to embarrass, shame, humiliate, or degrade a child.
  - Encourage any inappropriate attention-seeking behavior, such as tantrums, by a child.
  - Discriminate against a child for any reason (refer to the discrimination section, above).
  - Pressure a child to participate in any activity.
  - "Friend" or "Follow" children on any social media platforms, even when the child asks to "Friend" or "Follow" you.

Peer abuse

- Do:
  - Be aware of the potential for peer abuse and/or bullying.
  - Be aware of the power imbalances between children (based on age, disability, ethnicity, gender, gender identity, income, sexual orientation, or other differentiating factor), and avoid creating situations where children can exploit these differences to abuse and/or bully each other.
  - Develop special measures / supervision to protect younger and especially vulnerable children.
  - Avoid placing children in high-risk peer situations (e.g., unsupervised mixing of older and younger children).
  - Encourage children to develop mutually agreed peer codes of conduct or 'ground rules' including not hitting, bullying or intimidating each other.
- Do not:
  - Allow children to engage in sexually provocative activities or games with each other.

Physical environment

- Do:
  - Develop clear rules to address specific physical safety issues relative to the local physical environment of a project (e.g., for projects based near water or heavy road traffic).
  - Provide for gender-sensitive facilities such as separate toilets and showers for girls and boys, but also be sensitive to the needs of the LGBTQ+ community regarding access to such facilities. This may require a delicate balance of needs and desires. Any issues encountered may be discussed with the Global Director of HR.

Confidentiality

- Do:
  - Inform children and young people that their identity will remain anonymous when participating in research, investigations, specific program activities.
  - Keep sensitive and personally identifiable information in a safe and secure location with access permissions restricted to properly designated persons.
- Do not:
  - Reveal any personal information about children to anyone unless directed to do so by an authorized person at IYF.
    - If you are directed to do so by an IYF staff member that you do not believe to be authorized, or you suspect is so directing you for inappropriate reasons, immediately consult with the Global Director of HR.
  - Pry for information from a child if they have not volunteered such information themselves.

Standards for Marketing and Communications

As much as this Policy is about proper behavior of employees towards children, young people and all program participants, the same standards must be set for how IYF communicates and displays images of children within marketing and communication materials for the organization. Children have a right to be seen in respectful and positive images that emphasize their dignity and self-worth.

The following standards are in place to ensure children are represented in an appropriate and respectful manner.

- All employees wishing to photograph or film a child for the purposes of promoting IYF, communicating about programs implemented by IYF directly or by service provider organizations, or for use in written materials such as reports, brochures, postcards, the website, posters, and other public communication tools ("communication materials") MUST acquire permission to either take or use a selected photograph/film where the child is involved.
- Permission: IYF's *Participant Release Form* must be signed by the parent/guardian and, where applicable, the child, to use any photo or film in any form of communication materials. If either the parent/guardian, or child when applicable, decline permission for such use of photo or film, such taking or sharing of photo or film is not permitted.
- Images of children should be accurate and provide a balanced portrayal of children and their situation with an emphasis on dignity.
- Photographs and text taken of children should avoid manipulation or sensationalizing images.
- Photographs and films should not include personal and/or physical information that might identify the location of a child, and metadata providing such information should be scrubbed so that such information is not available publicly.
- All photos and information relating to a child are limited to personnel who need to know the information concerning the child and should be treated as confidential and protected data. Photo file labels and metadata stored internally should not reveal identifying information about a child.
- If photographs and/or information about specific children (name, birth records, location, passport copies, medical records, and other) must be destroyed, it should be done in a secure manner.

Standards for Recruitment

To ensure that employees, volunteers, and interns with direct contact with children or indirect contact with information concerning individual children are eligible to work with children, the following standards will be in place:

- To the extent possible by law, IYF will perform background checks on all employees, interns and volunteers. Such background checks may include, but not be limited to, criminal, Federal Bureau of Investigation (FBI), fingerprint, and/or child protective services (CPS) registries. Such background checks may be performed for all newly hired employees, interns and volunteers. Every 2 years (from date of hire, contract or agreement), IYF will perform background checks of existing employees, interns and consultants.
- IYF will not knowingly hire or engage with anyone with a conviction for child abuse of any kind, sex assault, or any other offense that violates or exploits a child.
- All newly hired employees, interns, volunteers, will be provided with an orientation to all IYF policies, including the *IYF Child Protection Policy*.

Standards for Service Providers

All organizations receiving funding from IYF to implement programs with participants under the age of 18 must have a Child Protection Policy and Code of Conduct that promote the safety and well-being of children accessing their services and programs. IYF will include relevant questions in its Pre-Award Questionnaire to determine the existence of these required policies.

If a service provider lacks required policies and/or standard operating procedures to respond to allegations, the service provider will be required to adopt IYF's Policy and Procedures, and Code of Conduct. This requirement will be included in the special conditions of the agreement with IYF, and funding disbursements will be conditional on progress towards the development of the required policies and procedures. Furthermore, until the service provider develops its own policy, all staff being paid under the IYF agreement will be required to sign a copy of an IYF provided *Child Protection Policy*. Receipt of these signed documents will also be included as a special condition.

If a service provider does not have its own policy, IYF will share its *Child Protection Policy* and *Code of Conduct* which an organization may adopt as its own with appropriate adaptation and review by organizational decision makers. However, the service provider must set up their own standard operating procedures for investigating allegations, and demonstrating the system is in place. As part of IYF's capacity building, IYF will work with service providers to develop all documents, providing technical guidance and/or training.

As a standard in all IYF agreements with service providers, IYF requires service providers to notify IYF immediately in the event of an allegation, incident and/or lawsuit involving child protection violations, not limited to IYF programs.

If a service provider does not comply with this standard, IYF reserves the right to suspend and/or terminate the agreement with the service provider.

IYF will monitor compliance with child protection standards as needed. IYF reserves the right to conduct audits of its service providers' compliance with their policies.

COMPLAINTS AND REPORTING MECHANISMS

Roles and Responsibilities

Receiving and managing an alleged violation of this policy is an integral part of the success of this policy. The following staff plays a role in this process.

- The President & CEO and the Director, Global Human Resources are responsible for the final

decisions regarding any allegations brought to the attention of anyone in the organization.

- *Director, Global Human Resources*: The Director, Global Human Resources will manage the investigation of any allegation made directly to USA HQ and Country Offices.
- *Country Directors*: All allegations in IYF's country offices shall be filed with the Country Director who in turn will notify the Director, Global Human Resources. The Country Director may delegate this responsibility to another employee in the office with the approval of the Director, Global Human Resources.

If the individual feels that the individual to whom must report incident is involved in any way in the problem, the person should notify the next higher person in the chain of authority who believes is not involved, up to the Chairperson of the Board.

Violation

- A violation is the occurrence of any prohibited action as defined by the *IYF Child Protection Policy*. Such a violation is *alleged*, or claimed, when it is made, and upon investigation, it is either substantiated or unsubstantiated.
    - A substantiated violation is a violation that has been found to have occurred, based on upon the balance of probabilities (more likely than not to have occurred).
    - An unsubstantiated violation is an allegation that either has been found 1) not to have occurred at all, based upon the balance of probabilities or 2) there is insufficient evidence to determine if the violation occurred based upon the balance of probabilities.
- All staff have a responsibility to notify IYF if they hear of an allegation, directly observe and/or suspect there has been a violation of any part of this policy. Per the *IYF Whistleblower Policy*, there will be no retaliation or consequence for good faith reporting of a concern regarding a potential violation of this policy. However, should an employee knowingly NOT report a potential violation, this could be grounds for disciplinary action, including termination.
- To report an alleged violation of this policy, staff should follow the complaint process outline below.

Complaint Process

Reporting a Complaint

Staff may report an alleged violation of the *Child Protection Policy* in the following ways:

1. A complaint may be entered into IYF's Values Line Reporting System through Lighthouse, which is available 24/7, which is easy and anonymous. All ethics reports are submitted automatically to IYF's President & CEO and the Director, Global Human Resources.
2. A complaint may be emailed to whistleblower@iyfnet.org. This email will be received by President/CEO. The email message should include as much detail as possible about the alleged violation including the names and contact information of those involved.
3. A complaint may be communicated to a supervisor who in turn has an obligation to report it to the Director, Global Human Resources in USA or, if in a country office, to the Country Director.
4. A complaint may be communicated via phone or personal email to the Director, Global Human Resources.
5. A complaint may be personally discussed with the Country Director within the IYF office. If the Country Director, or any other employee, receives a complaint personally, they are responsible for receiving the complaint and not providing judgment or conducting any aspect of a possible investigation.

- All information collected by the Country Director will be kept strictly confidential to the extent possible.
- Upon receiving a complaint, the Country Director will file the complaint with US/Global office directly to the Director, Global Human Resources.

Managing a Complaint

- Upon receipt of an alleged violation of this policy, the Director, Global Human Resources will determine the following:
    - If immediate protection measures are needed.
    - If the allegation should be turned over to local law authorities or to a local community-based complaint mechanism, or if an IYF investigation team should review the allegation.
    - Appropriate removal of the Subject of Complaint (SoC) from service.
        - An employed alleged perpetrator of child abuse, neglect or harassment will be placed on administrative leave with pay from their position during the investigation of the allegation. The person accused will be informed that allegations have been made against them and given an opportunity to respond.
        - A volunteer alleged perpetrator of child abuse, neglect or harassment will be suspended from volunteer service during the investigation of the allegation. The person accused will be informed that allegations have been made against them and given an opportunity to respond.

    - Communication protocols and steps to secure the organization's reputation and working relationships with the community where the incident has allegedly taken place.

The Investigation

If an internal investigation is required, it will be prioritized and completed as expeditiously as possible with the utmost care given to the confidentiality of all those involved. To conduct an investigation, the Global Director of HR, under the direction and supervision of the President & CEO, will determine the following:

- The objectives and procedures of the investigation (any rules, restrictions, protection measures, needed)
- The timeframe to carry out the investigation
- Who should be included on the investigation team

- The investigation team will carry out the following, ensuring that the confidentiality of all those involved is maintained to the greatest extent possible:
    - Create an investigation plan
    - Gather information (testimony, documents, records, dates/times, in relation to the allegation)
    - Interview victims, witnesses, and SoC, with the SoC being the last person interviewed if feasible
    - Keep organized records and notes of information collected in a confidential manner
    - Determine whether information is evidence or not (evidence either proves or disproves the allegation)
    - Write an investigation report with recommendations for action
- Upon receipt of the investigation report from the Global Director of HR, the President & CEO and the CFO & EVP Finance will determine the following:
    - The appropriate disciplinary measures to be taken
    - Whether the incident requires the involvement of law enforcement, legal protection for the organization and/or other agencies (e.g., Child Protective Services)
    - Sufficiency of the child protection policy, procedures and standards that are in place
    - Any needed strengthening of policy, procedures and standards, or organizational capacity, to mitigate and/or prevent occurrences in the future

Ramifications of Misconduct

Following the completion of the investigation, the complainant, victim, and the SoC will be informed of the results of the investigation and the steps to be taken based on the findings. If evidence supports the allegations, disciplinary measures could include but are not limited to:

- Immediate termination of employment
- Reporting to government agencies (e.g., Child Protective Services)
- Reporting to relevant law enforcement for criminal prosecution

IYF reserves the right, in the event an employee, volunteer or intern is discharged for proven misconduct, to disclose such information if requested by a prospective employer. Disclosures shall be made only in accordance with applicable local law.

IYF will not tolerate any form of coercion, intimidation, reprisal or retaliation against any employee, program participant and/or service provider who makes a report regarding possible violations of the *IYF Child Protection Policy* or any person who provides information or assistance in an investigation.

ACTION	**DATE**
Policy created and implemented	January 2014
Updated formatting, changed title for Director, Intl F&A, assigned responsibility for policy to EVP, FAIT	2015
Updated formatting, assigned responsibility for policy to CFO & EVP Finance, updated complaints & Reporting mechanisms	2019
Updated logo	2021
Policy revised and expanded, assigned responsibility for policy to Director, Global Human Resources, updated links and email addresses for reporting.	October 2024