



POLICY ON THE PROTECTION OF MINORS

INTRODUCTION

Codici is a welcoming and safe organization for children.

The staff of Codici, its representatives and the staff of partner organizations will always demonstrate the highest standards of behaviour towards children, as indicated in this "Policy on protection of minors."

CODICI undertakes as follows:

1. It is committed to ensuring that all CODICI staff and staff of partner organizations are aware of the issues related to the violation of children's rights.
2. It is committed to ensuring that the CODICI staff and staff of partner organizations minimize the risks in order to prevent any damage on minors. You will have to create an environment in which children's rights are always protected and the potential abuses prevented.
3. It is committed to ensuring that the CODICI staff and staff of partner organizations knows when a suspicion of possible abuse have to be reported and what actions must be undertaken.
4. Is committed to ensure effective action in response to every abuse reported supporting, preserving and protecting the minors involved.

This Policy includes mandatory requirements that apply to all aspects of work and areas of CODICI: social research; research-action; laboratories that require the involvement of children and young people; training and education aimed at children and young people; project activities management-related initiatives involving children and families; communication and awareness campaigns.

IMPLEMENTATION OF POLICIES

The following criteria define the minimum levels for proper implementation of the Policy.

- It ensures a wide diffusion of the Policy which must necessarily include CODICI's staff and staff of partner organizations. The spread is managed so as to ensure that the Policy is fully understood; to this end it may be provided the use of translations in language of the beneficiaries.
- The recruitment and selection of staff and other employees must reflect the commitment to CODICI for the protection of minors, ensuring that communications are taken, checks and procedures to exclude anyone who is not fit to work with children. Candidates selected are warned of the binding nature of this Policy.
- The Policy should be reflected in every available both on human resources and general management on to direct staff in the conduct of their work. Failure of aspects relating to the Policy set out in each of these provisions must be considered a serious disciplinary violation.
- All the activities carried out by CODICI involving minors must be previously evaluated, to ensure that any risk to the protection of children is identified and are developed adequate monitoring systems.
- The CODICI's staff and the staff of partner organizations should be supported in skills development. The basic information of the Policy should be included in a initial and continuing training of staff.
- In the use of information and communication technologies (internet, websites, sites social networks, digital photography) CODICI places utmost importance to ensure that the minors are not exposed to any possible risk.

RESPONSIBILITY

The CODICI's Board of Directors has full responsibility for the creation of an environment at work place that promotes the implementation and development of the principles of this Policy. The staff of CODICI, each



according to his operational functions, has the responsibility to create the same working environment in the place where projects activities are carried out.

The CODICI's Board of Directors establishes and maintains a reporting system, ensuring the appropriate management control regarding alleged violations of the Policy and controls and regularly updates this Policy.

CODE OF CONDUCT

For CODICI's staff and partner organizations' it is strictly forbidden to:

1. hit, physically assault or physically or psychologically abuse of a minor;
2. have attitudes towards children that may adversely affect their harmonious and socio-relational development;
3. act with behaviours that are negative example for children;
4. engage in sexual activity or having a sexual relationship with individuals under the age of 18 years, irrespective of the definition of the age of majority or by consensus mode legally recognized in different countries. A mistaken belief regarding the age of a minor it is not to be considered as an acceptable defense;
5. having relations with minors who may somehow be considered exploitative, maltreatment or abuse;
6. act in ways that may be abusive or that may put children at risk of exploitation, maltreatment or abuse;
7. use language, make suggestions or give advice inappropriate, offensive or abusive;
8. behave inappropriately or sexually provocative;
9. allow one or more children with whom you work to sleep in your own home without monitoring and prior authorization of their direct manager, unless circumstances exceptional;
10. sleep in the same room or in the same bed with a minor with whom you work;
11. give money or goods or other benefits to a child outside of the parameters and the set goals from project activities or without your manager's knowledge;
12. act to shame, humiliate, belittle or despise a minor, or perpetrating any other form of emotional abuse;
13. discriminate, treat differently or give some minor excluding others.

This list is not exhaustive or exclusive. The basic principle is that you should avoid actions or behaviour that might be inappropriate or potentially abusive towards minors.

It is also important that the CODICI's staff and partner organizations:

- be vigilant in identifying situations that may entail risks for minors and know manage them;
- report any concern, suspicion or certainty about a possible abuse or mistreatment towards a minor, as established in this Policy;
- organize work and the workplace so as to minimize the risks;
- are always visible from other adults, as far as possible, while working with children;
- for the dissemination and maintenance of a culture of openness which allows the staff, the volunteers, the children and to those who take care of them to lift and easily discuss all kinds argument and concern;
- to make sure that staff members develop a sense of responsibility for the its operations so that actions and inappropriate behaviours or generate abuse towards children do not go unnoticed or are permissible;
- communicate to children what kind of relationship you should expect to have with the staff or with representatives and encourage them to report any kind of concern;
- exploiting the capabilities and skills of children and discuss with them their rights, what is acceptable and what is not, what it can do in the case of emerging any problem;
- maintain a high personal and professional profile;
- respect the rights of children and treat them fairly, honestly and with dignity and respect;
- encourage the participation of children in order to also develop their capacity for self protection.