

## **World Vision International in Cambodia**

### **Safeguarding Policy**

#### **Behavior Protocol Guidelines for Partner and Contractor**

World Vision is an international partnership of Christians whose mission is to follow our lord and Savior Jesus Christ in working with the poor and oppressed to promote human transformation, seek justice and bear witness to the good news of the Kingdom of God.

Our Vision for every child, life in all its fullness. Our Prayer for every heart, the will to make it so.

Safeguarding and child rights are paramount for World Vision Cambodia. World Vision upholds the Convention on the Rights of the Child that states that all children, without any exception whatsoever, have equal rights to survival, health, education, protection and participation. This ethos underpins and sustains all World Vision policies and programs in pursuit of our vision of every child experiencing life in all its fullness.

Therefore, all WVC partners and contractors are expected to assist us in protecting children and adult beneficiary and securing their rights by abiding by these Behavior Protocols at all time.

Sexual Abuse of Children or Adult is a crime and will always be reported to the relevant authorities. Inappropriate behavior toward children and adult, including failure to follow World Vision Behavior Protocols or sexual abuse of a child or adult is grounds for termination the contract.

Any breach of this protocol by the contractor or the institution /staff who represent in providing services in implementation of this contract, will result in termination of contract.

1. WVI-C partner and contractor must be concerned about perception and appearance in their relationship with children and adult.
2. WVI-C partner and contractor shall not hire children for child labor.
3. WVI-C partner and contractor shall not use verbal conduct such as derogatory comments or sexual harassment, invitations, or using power and authority to persuade a child or adult to act in ways that may sexually gratify the adult.
4. WVI-C partner and contractor shall not use visual items of sexual nature or make children or adult feel uncomfortable such as derogatory posters, pornography of any kind, cartoons, drawings or gestures, any form of written communication.
5. WVI-C partner or contractor must not intentionally cost physical pain or injury to a child or adult or do any form of child or adult abuse.
6. WVI-C partner or contractor must not exchange personal information with children or adult beneficiary (eg. address, phone number, email, facebook or other social media contacts).
7. WVI-C partner and contractor shall not post child photos, videos and other personal information of children ( child last name, ID number, specific medical conditions, child measurement, child home address, school name, school address, community and village landmarks, parents place of employment) on their personal facebook and other social media page
8. WVI-C partner and contractor should dress properly while visiting the child/community/project, WVC requests all visitors to dress in a culturally acceptable way i.e. not to dress in mini dresses, miniskirts and transparent clothes. Long dresses and skirts (at least Knee length), trousers and jeans are recommended.
9. WVI-C partner and contractor must show respect for culture and human rights.
10. WVI-C partner and contractor should report immediately to WVI-C staff member or Safeguarding hotline (+855 017 666 717 or +855 017 666 873) if there is notice or suspect any incident of abuse or harm to children or adult beneficiary in WVI-C target.

Noncompliance with this protocol will be taken seriously. WVI-C reserves the right to refer criminal offences to the police and/or social services.

I have read and understood, and I agree to adhere to these behavior Protocols of WVI-C.

## World Vision Supplier Code of Conduct

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct sets out a set of simple principles and behaviors that should guide our suppliers, its sub-contractors, and each of us in the everyday conduct of business, ensuring that internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is relevant to World Vision and is intended to reach and be applied by all members of the Supply Chain. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers are strongly advised to familiarize themselves and their sub-contractors with the Code of Conduct to ensure successful working relations with World Vision.

### **World Vision expects its suppliers to:**

1. Improve value for money –
  - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
  - b) Price appropriately and honestly to reflect requirements and risks.
  - c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
  - d) Earn fair but not excessive rewards
2. Act with Professionalism and integrity –
  - a) Be honest and realistic about capacity and capability when bidding.
  - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
  - c) Work collaboratively to build professional business relationships, including with World Vision staff.
  - d) Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
  - e) Demonstrate clear, active commitment to Corporate Social Responsibility.
3. Be accountable –
  - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
  - b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
4. Align with World Vision –
  - a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
  - b) Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
  - c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
  - d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
  - e) Reflect World Visions international development goals and demonstrate their commitment to poverty reduction.
5. Observe International Labour Conventions –
  - a) World Vision expects its suppliers, and their sub-contractors to observe International Labour Conventions
  - b) Prohibit any use of forced, bonded, or indentured labour or involuntary detention labour.
  - c) Prohibit the use of child labour.
  - d) World Vision does not tolerate any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability.
  - e) Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively.
  - f) World Vision expects its suppliers to support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights.
  - g) World Vision expects its suppliers to ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.
6. Have a strong Environmental Policy –
  - a) World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.

- b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
  - c) Suppliers should obtain wherever possible, a certified quality management system.
7. Anti-corruption and Bribery –
- a) World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
  - b) Disclose any situation that may appear as a conflict of interest.
  - c) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.

### **Anti-Corruption Policy**

As a Christian organization, WVI is called to display biblical standards of integrity. We oppose corruption, bribery, other financial impropriety that compromise our values and our accountability to the entrusted resources, to children, to communities we work with.

World Vision International requires that staff, beneficiaries, bidders, suppliers and contractors observe the highest standard of ethics during the procurement dealings and activities. Suppliers are strongly urged to familiarize themselves with WVI-C Anti-Corruption policy.

### **Policy on Corruption**

World Vision International is “zero tolerance” toward corruption. Suppliers are expected to observe the followings:

- Shall not, directly or indirectly, offer to any staff or procurement committee members commission, gift or bribe, directly in cash or in kind goods as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favouritism.
- Shall not directly or indirectly, offer, give or agree or promise to give to any World Vision International staff any gratuity for the benefit of/or at the direction or request of any procurement staff;
- To immediately inform World Vision International in the event that any staff solicits for or accept any kind of gratuities, gifts, favours or anything of monetary value from present, past or potential contractors or suppliers.

Below is a reporting mechanism:

**Hotline: 010413413**

**Email : cam\_incident\_ethical@wvi.org**

Your report is kept strictly confidential and anonymous.

- All bidding information received from WVI/suppliers by suppliers/ procurement staff, members of the Procurement Committee is strictly confidential and must not be shared or disclosed to any other WV office and/or external individuals, organizations or suppliers.
- WVI will end the contract or cease business engagement with any supplier/contractor immediately if violates this anti-corruption policy.

I, the undersigned, acknowledge that I have read and understood all of the 3 policies.

Name & Signature: \_\_\_\_\_

Business Representative Position Title/Business Owner: \_\_\_\_\_

Date: \_\_\_\_\_