

**Fairtrade ANZ Child Protection Policy and Code of Conduct**  
(Fairtrade ANZ Child Protection Policy and Code of Conduct  
is linked to Fairtrade International Child Protection Policy and Procedures)

## Introduction

Fairtrade Australia and New Zealand Ltd (Fairtrade ANZ) is a full and active member of Fairtrade International and has the sole right to license and use the Fairtrade Mark in Australia and New Zealand. Fairtrade ANZ is also responsible for delivering producer support services to Fairtrade certified and applicant producer organisations in Timor Leste, Papua New Guinea and the Pacific Islands.

When a product carries the Fairtrade Mark it means producers and traders have met the Fairtrade Standards. An essential aspect of Fairtrade's certification operations is to assess the continued compliance with Fairtrade Standards. An important part of the Fairtrade Standards for producer organisations are ILO Convention 138 (1973) on the Minimum Age of Employment and ILO Convention 182 (1999) concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour and Recommendation 190.

Fairtrade ANZ is a signatory to Fairtrade International's Child Protection Policy and Procedures, which sets out specific obligations and reporting requirements for its staff, consultants, volunteers, and partners. Fairtrade International's Child Protection Policy and Procedures are triggered when an allegation or suspicion is made with regard to the Worst Forms of Child Labour and related exploitation, abuse and/or neglect in Fairtrade producer organisations. Fairtrade ANZ complies with Fairtrade International's child protection requirements as stated in its Policy and Procedures. Fairtrade ANZ's own Child Protection Policy and Code of Conduct must therefore be interpreted in conjunction with Fairtrade International's Child Protection Policy and Procedures. Fairtrade ANZ's Policy contains additional requirements specific to Fairtrade ANZ's employees, consultants and partners and complies with the requirements specified by the:

- Australian Department of Foreign Affairs and Trade (DFAT) child protection policy;
- Australian Council for International Development (ACFID) Code of Conduct; and
- New Zealand Council for International Development (CID) Code of Conduct.

Fairtrade ANZ's Policy and Code of Conduct forms part of Fairtrade ANZ's internal human resources policies and must be complied with by all staff, consultants, volunteers and partners of Fairtrade ANZ.

## Purpose

Fairtrade ANZ is committed to supporting children's rights to survival, development, protection, and participation as set out in the United Nations Convention on the Rights of the Child. We believe that child protection is both a corporate and an individual responsibility, and every person who undertakes and/or shares in the work of Fairtrade ANZ also shares in the responsibility to take every precaution to protect the children and families we serve.

This Policy and the Code of Conduct (**Appendix A**) is designed to minimise the risk of child abuse occurring in any aspect of Fairtrade ANZ's programs and activities and to outline obligations and responsibilities for reporting and managing any concerns about child abuse.

## Who does this policy apply to?

This policy applies to:

- All personnel and associates of Fairtrade ANZ, including permanent, fixed term and casual employees, contractors, interns, volunteers and Board and Committee members.
- All personnel, partners and subcontractors that are engaged by Fairtrade ANZ to perform any activities that include contact with children.

This policy does not need to be signed by people engaged by Fairtrade ANZ for less than one day and/or who will have no contact with children. These people must be made aware of this Policy and the Fairtrade Standards for Child Protection and be supervised by a Fairtrade ANZ staff member at all times.

## Definitions

**Child** means, in accordance with the United Nations Convention on the Rights of the Child, any person under the age of 18 years.

**Child Abuse** means any physical, sexual or emotional abuse, neglect, bullying discrimination, child labour and domestic violence to a person under the age of 18 years, regardless of gender, ethnicity, social background, abilities, sexual orientation, religious beliefs or political persuasion. Abuse can be inflicted on a child by men or women, as well as by other children and young people.

**Child Protection** means an activity or initiative designed to protect children from any form of harm, particularly arising from Child Abuse.

**Child-Safe Environment** means an environment where all children are protected from all forms of harm, and there are clear, established guidelines and procedures for conduct, reporting abuse and follow-up.

## Implementation

Child Protection is everyone's responsibility as outlined in this Policy and Code of Conduct (set out at **Appendix A**), however there are specific roles, responsibilities and accountabilities for key staff of Fairtrade ANZ who come in contact with children in carrying out in-country work. These responsibilities are outlined in Fairtrade International's Child Protection Policy and Procedures as set out in under the *Child Protection Reporting and Investigation Process* heading below.

Fairtrade ANZ's Child Protection Policy and Code of Conduct will be implemented through:

- a) **Compliance and Training**– all Fairtrade ANZ personnel and partners are required to obtain child rights and child protection training and then to sign its Protection Policy and Code of Conduct.
- b) **Child Protection Code of Conduct** – the Code of Conduct (set out at **Appendix A**) outlines acceptable and unacceptable behaviour in relation to children. A breach of the Code may result in termination of employment.
- c) **Reporting of alleged or suspected cases of child abuse** – all personnel and partners of Fairtrade ANZ must report any concerns they have for the safety or wellbeing of a child, in accordance with the procedure set out in this Policy and Fairtrade International's Child Protection Policy.
- d) **Fairtrade International's Social Compliance and Development team** – based in Bonn, Germany, Fairtrade International's social compliance and development team has a senior advisor who has expertise in child protection, including rights based response when the worst forms of child labour are identified or suspected. Fairtrade International's senior advisor will provide and/or enable Fairtrade ANZ key staff to obtain child rights and child protection training from expert organizations and will also provide technical advice to Fairtrade ANZ's staff and partners on child protection matters.
- e) **Child Protection Risk Management** – Fairtrade ANZ's activities which include contact with children will be subject to risk assessments and any identification or suspicion of the worst forms of child labour will be reportable to the Senior Advisor and CEO of Fairtrade International in accordance with its Child Protection Policy and Procedures.

## **Child Protection Reporting and Investigation Process should the worst forms of child labour be identified or suspected**

Detailed guidelines and templates for reporting alleged and suspected cases of child abuse is contained in the Fairtrade International Child Protection Policy. These procedures **must** be followed when reporting a concern for the safety or wellbeing of a child or a breach of the Policy or the Code of Conduct.

Fairtrade ANZ's Producer Support Program Manager is Fairtrade ANZ's designate for immediate notification of allegations or suspected cases of child abuse. Fairtrade ANZ's Producer Support Program Manager in turn will report to Fairtrade ANZ's CEO as well as Fairtrade International's Social Compliance and Development Team.

## **Child Safe Recruitment and Screening**

Fairtrade ANZ is committed to child safe recruitment, selection and screening practices for all staff, consultants and volunteers that may come into contact with children. These practices include:

- Requiring (at Fairtrade ANZ's discretion) all staff, consultants and volunteers who will be in contact with children to submit to relevant criminal record and working with children check;
- Requiring a minimum of 2 verbal reference checks;
- Conducting interviews for all positions, ideally face-to-face (but telephone or Skype interviews may be necessary in certain circumstances);
- Including behaviour-based questions at interviews and asking for examples of the candidate's past behaviour and experiences. In positions working directly with children, the interview panel will explore the candidate's motivations for working with children, which will include value-based questions seeking information about the candidate's attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- Ensuring all positions include a probationary period;
- Requiring all staff, volunteers and partners to read and sign this Child Protection Policy and Code of Conduct;
- Reserving the right to refuse employment, or terminate any person's employment, if Fairtrade ANZ considers that they may pose an unacceptable risk to children.

All staff are required to comply with this Child Protection Policy and the Child Protection Code of Conduct throughout their employment. Failure to do so may result in suspension and dismissal, depending on the nature of the offence. Criminal behavior will be immediately reported to the proper authorities.

## **Education and Training on Child Protection**

Fairtrade ANZ is committed to providing child protection training for all staff and volunteers who may come into contact with children. This Child Protection Policy is included in the induction process for all new staff. Refresher sessions will be regularly provided.

Fairtrade ANZ works with Fairtrade International to provide additional Child Protection information and training to all relevant Fairtrade employees who could come into contact with children.

## **Photographs of Children**

Photographs of children may only be taken if the following minimum standards are observed:

- Always check what photography or filming is appropriate with a Fairtrade ANZ representative before taking photos or videos.
- Always obtain permission from a child and the child's guardian(s) if you wish to take photos or videos, and explain how they will be used.
- Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- Fairtrade ANZ requires written permission from the individual concerned or their guardian(s) when a photo, video or story:
  - a. Clearly identifies and provides substantial information about a particular person; and
  - b. Places a person in a situation that could be damaging to their dignity, safety or reputation. For example, information about HIV status, involvement in prostitution or armed conflict.

- Be extremely sensitive to a person's vulnerability at times of trauma or grief, and always assess how a photo, video or story will impact on the safety, dignity and well-being of the person concerned. Do not photograph vulnerable children or their families, including children identified or suspected in the worst forms of child labour.
- Ensure photographs, films and videos present children in a dignified and respectful manner. Do not portray people as helpless victims. Balance human needs with positive language about what people are doing to help themselves.
- Ensure images are honest representations of the context and the facts.
- Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Photos and stories must not reveal identifying information (such as names and locations) of children, especially when communicating sensitive information. For example, HIV status or sexual abuse.

### **Electronic Child Safety Standards and Procedures**

Anyone storing photos, videos or information about children must use every effort to prevent unauthorized access or inappropriate use. Child personal and physical specific information that could be used to identify the location of a child within a country should not be used on websites or in any other form of communication about a child.

### **Breach of Policy and/or Code of Conduct**

The following measures can be applied to any personnel, associate or partner who breaches Fairtrade ANZ's Child Protection Policy and/or Code of Conduct. Fairtrade International could also apply further measures for the breach of its Child Protection Policy and Procedures.

- Meeting to discuss the breach and providing an opportunity for the person to provide their account/understanding of the situation;
- Performance management;
- Further education and training on the Child Protection Policy and Code of Conduct;
- Formal warning and monitoring;
- Transfer to other duties;
- Suspension pending investigation;
- Internal investigation;
- Report to Police;
- Dismissal.

The particular action (or combination of actions) taken will depend on the circumstances surrounding and the severity of the breach. These measures will be applied alongside any criminal investigations where relevant.

### **For More Information**

For more information or to report any concerns/violations, please contact [info@fairtrade.com.au](mailto:info@fairtrade.com.au) or [info@fairtrade.org.nz](mailto:info@fairtrade.org.nz)

### **Approval and Review**

This policy will be reviewed once every 3 years.

**Last Approved By Board: 30 May 2016**

**Scheduled Review Date: 30 May 2019**

## APPENDIX A

### Fairtrade ANZ Child Protection Code of Conduct

I, \_\_\_\_\_[insert name], acknowledge that I have read and understand Fairtrade ANZ's Child Protection Policy (May 2016), and agree that in the course of my association with Fairtrade ANZ, I must:

- > treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- > not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- > not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- > wherever possible, ensure that another adult is present when working in the proximity of children
- > not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- > not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- > use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- > not use physical punishment on children
- > not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- > comply with all relevant Australian, New Zealand, and local legislation, including labour laws in relation to child labour
- > immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures, as set out in the Fairtrade ANZ Child Protection Policy and the Fairtrade International Child Protection Policy
- > immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with Fairtrade ANZ that relate to child exploitation and abuse
- > not take any photographs of children, except in accordance with the minimum standards set out in the Fairtrade ANZ Child Protection Policy.

I understand that any breaches of this Code of Conduct, must be immediately reported in accordance with appropriate procedures, and may result in suspension or termination of employment with Fairtrade ANZ.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_