



Integrated Safeguarding & Protection Policy Guide

Protecting Women, Children, Vulnerable Adults,
Marginalized Communities, Staff

Comprehensive Standards
for Safety & Accountability

Shanta Foundation – Integrated Safeguarding & Protection Policy Book

1. Introduction

Shanta Foundation is committed to creating a safe, respectful, and inclusive environment for all women, children, vulnerable adults, staff, volunteers, partners, and marginalized community members. This Policy Book brings together all key policies that guide our behavior, responsibilities, and values to ensure protection from harm, uphold dignity, and promote equity in all our work.

2. Safeguarding Policy

The purpose of the Safeguarding Policy is to establish a robust and proactive framework that ensures the protection of women, children, vulnerable adults, and all individuals associated with Shanta Foundation. This policy guides our organizational culture, systems, and behaviors to prevent harm, respond to risks, and maintain a safe environment across all programs, operations, and partnerships.

It ensures that all staff, volunteers, and partners clearly understand their responsibilities, and that our programs uphold dignity, safety, and respect at every stage.

Key Principles

- Zero tolerance for any form of abuse or exploitation.
- Duty of care applies to all staff, volunteers, consultants, and partners.
- Survivors-first approach prioritizing safety, confidentiality, and dignity.
- Mandatory reporting of safeguarding concerns.

Safeguarding Responsibilities

- Ensure safe recruitment practices.
 - Provide ongoing safeguarding training.
 - Maintain safe programming and field practices.
 - Establish clear reporting and response procedures.
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3. Protection from Sexual Exploitation, Abuse & Harassment (PSEAH) Policy

The PSEAH Policy prevent and address all forms of sexual exploitation, abuse, and harassment within Shanta Foundation. It ensures that

our organization upholds the highest standards of integrity and respect, while creating a safe space for beneficiaries, staff, and community members.

This policy outlines clear rules, reporting pathways, and accountability mechanisms to promote a zero-tolerance approach and to ensure timely, fair, and survivor-centered responses.

Core Commitments

- Zero tolerance for SEA/H under any circumstances.
- No sexual relationships between staff and beneficiaries.
- Mandatory reporting of suspected SEA/H cases.
- Immediate action, investigation, and support for survivors.

Prohibited Behaviors

- Exchange of money, gifts, or aid for sexual favors.
 - Sexual activity with children (under 18) regardless of consent.
 - Sexual harassment, inappropriate comments, or unwanted attention.
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4. Women Protection Policy

The Women Protection Policy outlines Shanta Foundation's commitment to ensuring that all women who engage with the organization, whether through programs, employment, partnership, or community interactions are protected from all forms of abuse, violence, exploitation, discrimination, and harassment. This policy establishes clear behavioral expectations, operational safeguards, and response mechanisms designed to uphold women's rights and promote their safety, dignity, and full participation.

Shanta Foundation affirms that protecting women is integral to ethical practice, organizational integrity, and the effectiveness of community development initiatives. The policy reinforces our responsibility to prevent harm, promote gender equality, and respond promptly and appropriately to any concerns or allegations involving women.

Women Protection Principles

- The safety, dignity, and rights of women must be prioritized in all organizational actions and decisions.
- All women must be treated with respect, fairness, and professionalism, regardless of background or status.

- The organization maintains **zero tolerance** for gender-based violence, sexual exploitation, abuse, harassment, or discriminatory behavior.
- Informed and voluntary consent must be obtained for participation, data collection, photographs, interviews, or any representation of women in media or publications.
- All work environments, field activities, and community engagements must be designed and managed to ensure physical, emotional, and psychological safety for women.
- Women's voices, agency, and participation in decision-making processes must be actively supported and encouraged.

Reporting

All concerns, disclosures, or allegations of violence, abuse, harassment, or discrimination involving women must be reported immediately to the

Safeguarding Focal Person.

The organization will ensure:

- Confidential, safe, and timely handling of all reports
 - Protection from retaliation for individuals who report concerns in good faith
 - Survivor-centered and rights-based response procedures
 - Appropriate disciplinary or legal action based on investigation outcomes
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4. Child Protection Policy

The Child Protection Policy ensure that every child who comes into contact with Shanta Foundation, directly or indirectly, is protected from harm, abuse, neglect, and exploitation. This policy establishes mandatory standards of conduct and operational procedures to safeguard children in all program activities.

It reinforces our commitment to uphold children's rights, create safe environments, and respond appropriately to any concerns or allegations involving a child.

Child Protection Principles

- Best interests of the child come first.
- Always treat children with dignity and respect.
- Obtain informed consent for child participation and media use.
- Ensure safe environments during all activities and fieldwork.

Reporting

All concerns of child abuse must be immediately reported to the Safeguarding Focal Person.

5. Code of Conduct & Ethical Guidelines

The Code of Conduct defines the ethical standards and professional behaviors expected of all individuals representing Shanta Foundation. It provides a clear framework for maintaining integrity, promoting respectful interactions, preventing misconduct, and ensuring responsible use of organizational resources.

This policy strengthens accountability and reinforces a culture of trust, safety, and professionalism.

Standards of Behavior

- Treat everyone with respect, fairness, and dignity.
- Maintain honesty, integrity, and accountability.
- Avoid conflicts of interest.
- Maintain confidentiality of sensitive information.
- Prohibited: discrimination, exploitation, bullying, harassment, or abuse.

Professional Integrity

- Use resources responsibly.
 - Represent Shanta Foundation positively and truthfully.
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6. Anti-Harassment & Anti-Bullying Policy

The purpose of this policy is to ensure a workplace where every individual feels valued, respected, and safe. It establishes clear guidelines to prevent harassment, discrimination, intimidation, and bullying, and sets out procedures to report and address such behaviors.

This policy reinforces our commitment to maintaining a positive work culture that promotes dignity, mental wellbeing, and equal opportunity for all.

Harassment & Bullying Includes

- Verbal, physical, or sexual harassment.
- Offensive jokes or gestures.
- Display of inappropriate materials.

- Repeated unwanted behavior causing humiliation or distress.
- Misuse of power or authority.

Commitments

- Safe workplace for all.
 - Fair investigation processes.
 - Protection from retaliation.
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7. Gender Equality & Social Inclusion (GESI) Policy

GESI Policy ensure that Shanta Foundation's programs, systems, and workplace practices promote fairness, equity, and inclusion for all genders and marginalized groups. It serves as a guiding framework for identifying and addressing social barriers, reducing discrimination, and ensuring that all individuals have equal access to opportunities and resources.

This policy strengthens our organizational commitment to inclusive development and meaningful representation.

Key Values

- Non-discrimination.
- Equal opportunities for all.
- Inclusive decision-making.
- Respect for cultural and social diversity.

Implementation

- Integrate GESI in all programs.
 - Provide gender-sensitive training.
 - Ensure representation of women and marginalized groups.
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8. Whistleblowing & Complaints Mechanism Policy

This policy provide safe, confidential, and accessible channels for reporting wrongdoing, misconduct, or safeguarding concerns within Shanta Foundation. It ensures that individuals can raise concerns without fear of retaliation and that all complaints are handled with fairness, transparency, and professionalism.

Key Components

- Anonymous reporting channels.

- Protection from retaliation.
- Transparent investigation process.
- Clear steps for follow-up and feedback.

What Can Be Reported

- Safeguarding concerns
 - SEA/H incidents
 - Fraud, corruption, or misuse of funds
 - Harassment and misconduct
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9. Health, Safety & Security Policy

This policy safeguard the physical, psychological, and environmental wellbeing of all individuals involved in Shanta Foundation's operations. It outlines essential standards, procedures, and responsibilities that minimize risks, prevent accidents, and ensure preparedness in the workplace, field settings, and during travel.

This policy supports a culture of safety and promotes responsible practices across all organizational activities.

Key Measures

- Safe office and field environments.
- Risk assessments for travel and field visits.
- Emergency response procedures.
- First-aid readiness and training.

Staff Responsibilities

- Follow safety guidelines.
 - Report unsafe conditions.
 - Use protective equipment when required.
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10. Reporting & Response Framework

1. **Immediate Safety** – Prioritize the safety and wellbeing of the survivor.
 2. **Confidential Reporting** – Channels available for complaints.
 3. **Assessment & Investigation** – Fair, quick, and confidential.
 4. **Support Services** – Medical, psychosocial, or legal referrals.
 5. **Follow-up Actions** – Organizational or disciplinary measures.
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11. Implementation & Monitoring

- Regular training and orientation for all staff.
 - Annual review of all policies.
 - Adoption of monitoring tools and reporting systems.
 - Leadership responsibility for policy enforcement.
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12 Safeguarding Focal Person

The Safeguarding Focal Person is appointed by Shanta Foundation to oversee and support the effective implementation of all safeguarding policies across programs, field activities, and organizational operations. He or she serves as the primary point of contact for reporting concerns, ensuring safe practices, and providing guidance to staff, partners, and community members. The Safeguarding Focal Person's responsibilities remain active as required by the Foundation, without restriction to specific program timelines, and continue for as long as safeguarding oversight is needed. All concerns or incidents received are managed confidentially, professionally, and in alignment with established safeguarding procedures.

13. Final Declaration

All staff, volunteers, and partners of Shanta Foundation must: - Read and understand this Policy Book. - Commit to following all guidelines without exception. - Sign the Code of Conduct as part of their engagement.

Shanta Foundation is dedicated to protecting dignity, ensuring safety, and promoting equality in everything we do.



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