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## **Safeguarding: inc Children**

Safeguarding The Company commits to work with internal and external stakeholders to protect the safety and welfare of the beneficiaries and communities we work with, our Representatives and our Clients. We will foster a culture of Safeguarding at all times and will support any victims and survivors of abuse.

### **Child Protection**

The Company is committed to upholding the values and purpose of the UN Convention on the Rights of the Child, which requires that Children will be protected from performing any work that is likely to be hazardous, interfere with a Child's education, or are harmful to a Child's physical, mental, spiritual, moral or social health. Regardless of the jurisdiction in which the Company is registered or doing business, these activities are prohibited.

The Company has a zero tolerance of Child abuse and it expects the same commitment to Child protection from Representatives.

### **Company representatives will:**

- Establish and maintain an environment that promotes and enables Children's participation and is welcoming, culturally safe and inclusive for all Children and their families;
- Involve Children in making decisions about activities, policies and processes that concern them, wherever possible;
- Treat Children and their families with respect and value their ideas and opinions regardless of race, colour, gender, sexual orientation or identity, physical or mental health, language, religion, political or other opinion, national, ethnic or social origin, property, birth, other protected and/or irrelevant characteristic;
- Whenever possible, ensure that another adult is present when working in the proximity of Children;
- Use any computers, mobile phones, video and digital cameras, personal electronic devices, and social media appropriately, and never to exploit or harass Children or to access Child exploitation material through any medium;
- Refrain from physical punishment or physical discipline of Children;
- Refrain from hiring Children for domestic or other labour;
- Comply with all applicable laws, rules and regulations concerning Child protection, including laws in relation to Child labour;
- Respond to any concerns or complaints of Child abuse in line with the complaints handling procedure; and

- Immediately disclose to the Company all charges, convictions and other outcomes of any offences that relate to Child exploitation and abuse, including (in countries where this is applicable) those under traditional or customary law.

**Company representatives will not:**

- Use language or behavior towards Children (including via online communication) that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Engage in any activity that is likely to physically, sexually or emotionally harm a Child;
- Engage Children in any form of sexual activity. Mistaken belief in the age of a person is not a defense;
- Arrange personal contact, including online contact, with Children associated with the Company's project or activity for a purpose unrelated to that project or activity;
- Invite unaccompanied Children into the Representative's home or place of residence;
- Be alone with a Child unnecessarily or sleep close to unsupervised Children;
- Supply alcohol or controlled drugs to Children, except medications under an approved administration of medication plan;
- Work with Children while under the influence of alcohol or prohibited drugs;
- Disclose personal or sensitive information about a Child, including images of a Child, unless the Child and their parent or legal guardian consent, or unless required to by the Company policy and procedure on reporting; and
- Ignore or disregard any suspected or disclosed Child harm or abuse.

**When photographing or filming a Child for work-related purposes, Representatives will:**

- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a Child;
- Explain how the photograph or film will be used and obtain consent from the child's parent or legal guardian before photographing or filming a Child;
- Ensure photographs and films however recorded and stored present Children in a dignified and respectful manner and not in a vulnerable or submissive manner
- Ensure that Children are adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts; and
- Ensure that physical and electronic labels of photographs and films do not reveal identifying information about a Child.

The Company expects Representatives to understand and appreciate that the responsibility is on them to use common sense and good judgment to avoid actions and behaviours that could be construed as Child abuse. All Representatives must immediately report concerns or allegations of Child exploitation and abuse and policy non-compliance through established reporting mechanisms.

Prevention of Sexual Exploitation and Abuse and Sexual Harassment

Sexual Exploitation, Sexual Abuse, and Sexual Harassment are unacceptable and prohibited conduct for all Representatives.

**it is prohibited for Representatives to engage in:**

- Any act of sexually humiliating, degrading or exploitative behavior;
- Any type of sexual activity with Children. Mistaken belief in the age of a person is not a defense;
- Exchange money, employment, goods or services for sex regardless of whether or not this is illegal in the relevant country.

All Representatives must encourage an environment that prevents Sexual Exploitation, Abuse and Harassment. Managers at all levels have responsibilities to support and develop systems which maintain this environment. All Representatives must report any concerns regarding Sexual Exploitation, Abuse, and Harassment by Representatives through established reporting mechanisms.