



## Service Provider Disclosure Form for Safeguarding BRAC International

### Safeguarding Standards for Service Agencies/Suppliers/Service Provider

BRAC is committed to safeguard its people and assets from any kind of harm and abuse as guided by the safeguarding policy and code of conduct. Under no circumstances can BRAC staff or any party associated with BRAC cause any harm (physical, emotional, sexual and cyber) to an individual or a group of people who are engaged with BRAC.

BRAC staff and any party engaged with BRAC are duty-bound to report any suspected misconduct or misbehaviour (including sexual harassment, exploitation and abuse (SEAH), intimidation, bullying, violence, discrimination, neglect and exploitation) through the following number and e-mail addresses:

**Phone number: +211921266085**

**E-mail address: n.moreen@brac.net**

Anyone reporting in good faith of a suspected or real incident of misconduct is entitled to protection by BRAC from retaliation, in accordance with the Whistleblowing policy of BRAC.

### Definitions:

For the purposes of this form, the following definitions are provided (*Reference: BRAC Safeguarding Policy, Sexual Harassment Elimination and Protection from Sexual Exploitation and Abuse Policy & Procedure, Prevention of Workplace Bullying and Violence Policy and Procedure, Child and Adolescent Protection Policy, Adults with Special Needs Policy*):

- **Child:** individuals under 18 years of age. In BRAC programmes, ages 0 to 12 years of age are defined as children and ages 12 to 18 are defined as adolescents.
- **Programme Participants:** Recipients of various BRAC programmes and services

### Types of Safeguarding Incidents:

1. **Sexual Harassment:** any unwelcome direct, indirect, physical, verbal or nonverbal conduct of a sexual nature.
2. **Sexual Exploitation:** any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to profiting monetarily, socially, or politically from the sexual exploitation.
3. **Sexual Abuse:** the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
4. **Intimidation:** intentional behaviour that would cause a reasonable person to fear injury or harm and do something they would not otherwise.
5. **Violence:** actual physical harm or assault with or without a weapon.
6. **Bullying:** behaviour which seeks to belittle, dominate, target or single out someone. The behaviour can be indirect, aggressive and/or threatening. The use of electronic communication/social media which is referred to as "Cyber bullying" is also covered under this policy.
7. **Humiliation:** to cause a person mortification or painful loss of pride, self-respect, or dignity.
8. **Discrimination:** the unjust or prejudicial treatment of different categories of people, especially based on race, gender, marital status, religion, disability, sexual orientation and/or age. In this policy document the word is limited to individual discrimination or a group against an individual it does not address systemic discrimination.



9. **Neglect:** a form of abuse where the perpetrator, who is responsible for caring for someone, fails to do so. It can be a result of carelessness, indifference, or unwillingness.
10. **Exploitation:** the act of mistreating or taking advantage of someone to gain benefit.

The following are minimum standards of behaviour that are expected from any agency, supplier or service provider:

Do	Don't
✓ Treat everyone with respect and dignity irrespective of gender, race, religion, ethnicity, disability, socio-economic background or other status.	✗ Engage in any form of unsafe or harmful behaviour, including but not limited to, sexual harassment, exploitation and abuse (SEAH), child and adolescent abuse, bullying, intimidation, violence, humiliation, discrimination, neglect, exploitation, and degrading behavior.
✓ Report violations immediately to BRAC authorities using the available channels such as the Safeguarding focal point, helpline contact numbers or via e-mail.	✗ Exploit children, adolescents, adults with special needs or programme participants or BRAC employees in any form.
✓ Be aware of situations, which may present risks to children, vulnerable adults and staff and plan and organize activities to minimize risk of violations.	✗ Use language or behavior that is demeaning, culturally inappropriate, sexually provocative, harassing or abusive.
✓ Meet with BRAC staff and programme participants in visible locations and avoid being placed alone in isolated locations.	✗ Develop or attempt to develop intimate physical or sexual relationships with children, adolescents, people with special needs, programme participants or BRAC staff.
✓ Respect visiting and working hours.	✗ Take photos, videos, recordings without consent.

Confirmation of Declaration	
<input type="checkbox"/>	We agree to adhere to the standards of behaviour stipulated in BRAC's Safeguarding Policy and sub-set policies (BRAC Safeguarding Policy, Child and Adolescent Protection Policy and Procedure, Sexual Harassment and Protection from Sexual Exploitation and Abuse Policy, Adults with Special Needs Policy, Whistleblowing Policy, Prevention of Workplace Bullying and Violence Policy).
<input type="checkbox"/>	We confirm that the information provided in this form is correct and complete and we understand that the agreement may be withdrawn or disciplinary action may be taken if any misconduct happens by our agency.
<input type="checkbox"/>	By the signature below, we certify that the following is an authorized representative of the vendor/ service provider and hereby confirm compliance to the policies of BRAC International.
<b>Signature:</b>	
<b>Name:</b>	
<b>Name of the organization:</b>	
<b>Date:</b>	

