



For Youth Business Innovation
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Safeguarding Policy Manual

January 2023

Mekelle





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Profile of 4YBIN

Mission

The mission of 4YBIN is saving the lives of vulnerable groups by responding to their humanitarian needs, and ultimately transforming the living standards of economically disadvantaged communities through the promotion of entrepreneurship and enterprising culture particularly amongst the youth.

Vision

Vision of 4YBIN is becoming the leading Ethiopian local NGO in providing humanitarian support and excellent entrepreneurship and business incubation support to the youth within 10 years.

Goals

Goal of 4YBIN is to provide vulnerable groups with timely humanitarian assistance and provide the youth with comprehensive support packages to start their own businesses including business idea generation, business plan development, entrepreneurship and technical training, technology selection, financing startups and creating market linkages.

Principles

4YBIN's programs, projects, interventions, decisions and actions shall be based on its consciously selected sets of basic principles underpinning its philosophy. 4YBIN automatically rejects any decision, action or activity contradicting these core principles; and endeavors to ingrain the principles into its cultures and rituals. Here under follow 4YBIN's core principles:

Humanity First: 4YBIN prioritizes its humanity above everything else and shall not discriminate beneficiaries on the basis his/her ethnicity, religious affiliation, gender, culture, nationality and any other profiles of the aid recipient.

Sustainable Improvement of Life: 4YBIN's projects and interventions shall focus on permanently improving the life situation our support recipients and ensures that this materializes by maintaining durable relationships with its beneficiaries.

Neutrality: 4YBIN does not side with any political group or government and shall not be, in any way, instrument of governments or political groups of varying forms.

Accountability: 4YBIN's decisions, actions and activities of any sort shall be accountable to donors providing resources and beneficiaries seeking our support.





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Need Based and Competitive: 4YBIN's programs, projects and interventions shall be based on objective assessments of the needs, interests and demonstrated experiences and excellence of the youth seeking support.

Participatory: 4YBIN upholds that its interventions and projects only succeed if participation of all stakeholders at all phases of the project life cycle is ensured. 4YBIN shall ensure that all stakeholders are involved in planning, implementation and evaluation of interventions and programming.

Human Dignity: 4YBIN respects the dignity and inalienable human rights of all people and shall in any way regard not disadvantaged youth of any sort as destined to misfortunes.

Environmental Stewardship: 4YBIN ensures that the environment is clean and healthy for human life, and shall advocate responsible use natural resources in gratifying the needs of current and future generations.





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1. Policy Introduction

For Youth Business Innovation Network – Ethiopia (4YBIN) is a world where sexual and reproductive health and rights are respected as human rights, and women and girls have the freedom to reach their full potential. 4YBIN recognizes that sexual and reproductive rights cannot be confined to the health sector and that realizing these rights can have a significant and positive global impact. This emphasis on rights directly underpins 4YBIN's values and principles: choice, quality, and excellence. To achieve transformational change leading to true social and economic progress, 4YBIN partners with diverse people and organizations across sectors with the shared goal of empowering women and girls to determine their futures.

4YBIN is committed to safeguarding all people, particularly children, vulnerable adults and beneficiaries of assistance from any harm that may be caused due to contact with 4YBIN.

This includes harm arising from:

- The conduct of staff, associates and partners
 - The design and implementation of programs and activities

1.1 What is Safeguarding?

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially





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vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

1.1.2 Accountability Statement

For Youth Business Innovation Network – Ethiopia (4YBIN) takes this policy very seriously, and the safeguarding mandate comes from For Youth Business Innovation Network – Ethiopia (4YBIN) 's Executive Team (ET) and Board of Directors.

The Safeguarding Policy applies to all For Youth Business Innovation Network – Ethiopia (4YBIN) staff, associates, and partners who must comply with its requirements and understand the sanctions that may be applied for breaches of the policy. Where required by law or local practices, For Youth Business Innovation Network – Ethiopia (4YBIN) or Country Offices may enhance the standards as set out in this policy. This commitment will be evidenced through signing the policy and the Code of Conduct. Training in this policy is mandatory for all For Youth Business Innovation Network – Ethiopia (4YBIN) staff, associates, and partners.

The Board of For Youth Business Innovation Network – Ethiopia (4YBIN) is ultimately accountable for this policy. The CEO, ET and directors of For Youth Business Innovation Network – Ethiopia (4YBIN) are responsible for its implementation. It is the responsibility of all representatives of to raise any concerns regarding sexual exploitation and abuse. For Youth Business Innovation Network – Ethiopia (4YBIN) takes all concerns and complaints seriously and will initiate a comprehensive investigation of complaints that are in violation of this policy and take disciplinary and possibly legal action as warranted.

1.1.3 Policy Approach

This policy details how For Youth Business Innovation Network – Ethiopia (4YBIN) achieves its obligations and applies to all staff, associates and partners regardless of their location.

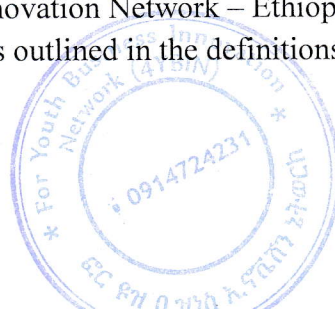
Framework Principles

This policy and the entire Safeguarding Framework are guided by the following principles:

1.1.4 Safeguarding

For Youth Business Innovation Network – Ethiopia (4YBIN) is committed to all community members as outlined in the definitions as having the right to safeguarding and

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protection from sexual exploitation and abuse irrespective of ability, ethnicity, faith, gender, sexuality, and culture.

1.1.5 Shared Responsibility

For the Safeguarding policies and practices to be effective in reducing the risks to beneficiaries and communities, all at For Youth Business Innovation Network – Ethiopia (4YBIN) must share the responsibility for implementation and improvement. As such, a failure at one level of the organization constitutes a failure at all levels of the organization.

1.1.6 Effective Communication

For Youth Business Innovation Network – Ethiopia (4YBIN) effectively communicates with all staff, associates, and partners in simple and accessible language to create a positive and accessible culture where responsibilities for safeguarding are clear.

1.1.7 Continuous Improvement

For Youth Business Innovation Network – Ethiopia (4YBIN) provides assessment, reflection and feedback mechanisms to inform the organization of any improvements that can be made to policies and practices. These mechanisms include quarterly incident reviews, regular safeguarding audits, as well as regular policy review, and refresher training.

1.1.8 Dignity and Respect

For Youth Business Innovation Network – Ethiopia (4YBIN) creates a work environment where the principles of dignity and respect for all staff, associates, partners and communities, in all locations are at the heart of what the organization does. Included in this are the principles of being non-judgmental when hearing safeguarding concerns and complaints.

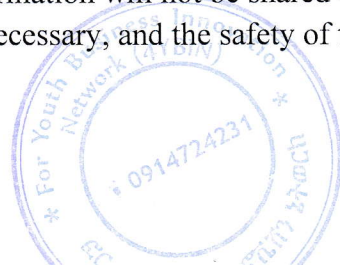
1.1.9 Zero Tolerance

For Youth Business Innovation Network – Ethiopia (4YBIN) has zero tolerance for any violations of the safeguarding policy.

2. Confidential

For Youth Business Innovation Network – Ethiopia (4YBIN) Is committed to confidentiality and information will not be shared outside of the Safeguarding Committee unless it is absolutely necessary, and the safety of the person involved is a concern

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2.1 Policy Implementation

Policy Map

This policy will guide For Youth Business Innovation Network – Ethiopia (4YBIN) staff, associates, and partners through the definitions of safeguarding as well as governance and responsibilities. The associated procedures and resources will provide information on how to report any complaints, the format of the reporting, and how these complaints will be managed.

2.1.2 Governance

The Chief Executive Officer (CEO), together with the Board of Directors, has ultimate responsibility for this policy and the Safeguarding Framework and its proper management, using a systematic approach. As such, the CEO and the Board of Directors will receive a summary of any reported sexual exploitation and abuse incidents and follow-up measures taken at each Executive Team meeting and Board meeting, respectively.

2.1.3 Responsibilities

For Youth Business Innovation Network – Ethiopia (4YBIN) is committed to following through on the following measures in order to ensure that the organization is observing its safeguarding commitments:

2.1.4 Risk Assessment

For Youth Business Innovation Network – Ethiopia (4YBIN) will conduct safeguarding risk assessments in all areas of work. Additional risk assessment information in relationship to Child Safeguarding can be found in the Child Safeguarding Policy.

2.1.5 Minimizing and Addressing Risks

Strategies to prevent or minimize risk will include:

Ensure that safeguarding is embedded within the organizational culture.

Clear roles and responsibilities in relationship to safeguarding are established at all programming levels.

Capacity building and training on safeguarding is delivered to all staff.

For Youth Business Innovation Network – Ethiopia (4YBIN) is committed to ensuring that activities do not put vulnerable populations and children at risk and will put measures into place to mitigate this risk.



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2.1.6 Safe Recruitment

For Youth Business Innovation Network – Ethiopia (4YBIN) has developed robust procedures to ensure that safeguarding is at the heart of all recruitment for staff and associates. Recruitment and selection guidelines integrate safeguarding into all stages of the process.

These stages include:

Person Profile/Job Description: For Youth Business Innovation Network – Ethiopia (4YBIN) will ensure that the skills and knowledge required to work safely are included in within the person profile and/or job descriptions.

Job Advertisement: A clear statement on For Youth Business Innovation Network – Ethiopia (4YBIN) ’s commitment to safeguarding will be included.

Interviews: Interviews will include at least one question on safeguarding.

Reference Checks: Reference checks will include a question related to safeguarding.

Proof of Identification/Qualifications: Candidates for selection will be required to verify their identity as well as qualifications.

Police Checks: All positions will require a police check. Depending on the timing of obtaining a police check, an individual may be offered a position while the police check is being carried out.

Code of Conduct: All newly hired staff must sign the Code of Conduct.

Probationary Period: During the probationary period, staff will be monitored for any safeguarding concerns.

Induction: All newly hired staff will be briefed and oriented to the Safeguarding Policy.

2.1.7 Education/Training

In order For Youth Business Innovation Network – Ethiopia (4YBIN) to meet its commitments to safeguarding, it is essential that everyone associated with the organization has clear education and training.





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2.1.8 Safe Program Design

Safeguarding will be considered at every stage of program development and implementation.

2.1.9 Communications Guidelines

4YBIN's safeguarding policy is a publicly available document. All staff, associates, partners, and communities will be made aware of this policy and how to raise a concern.

3. Online Protection

4YBIN will ensure that staff have education and awareness around the appropriate use of technology including the internet, mobile phones and social media in relationship to safeguarding. All staff and associates will adhere to 4YBIN's policy.

3.1 Reporting & Responding to Concerns

The safeguarding procedures for reporting outlines how safeguarding concerns can be reported as well as the associated investigations and follow-up procedures.

3.1.2 Whistle-Blowing

As referred to in 4YBIN's whistle-blowing policy, all disclosures will be treated in confidence. 4YBIN maintains a third-party secure reporting system through ethics Point to ensure that all staff, partners, and vendors have recourse in the event of possible misconduct.

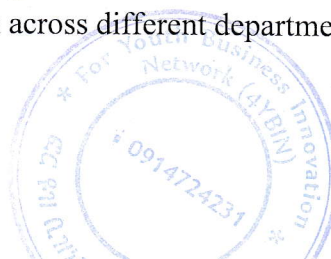
3.1.3 Safeguarding Committee

A Safeguarding Committee has been established at the HQ level as well as in each field location. The Safeguarding Committee will be responsible for informing and training all staff in safeguarding policies and procedures. They will also be responsible for receiving and investigating any safeguarding complaints.

The Safeguarding Committees will be trained in all of the safeguarding policies, as well as reporting and investigations. The Safeguarding Committee will also be provided with specialized Psychological First Aid training, so that they are able to offer appropriate support as required.

The Safeguarding Committee is comprised of 5 members:

1. One woman in a Senior Management Role.
2. Three members will be from across different departments in the country program.





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3. A fifth member who is an external expert in harassment, sexual exploitation or abuse.
4. All Safeguarding Committees will ensure that there is diversity and equal gender representation on the committee.



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3.1.4 Safeguarding Management

All managers and directors hold overall accountability for this policy and its implementation. Managers also have a responsibility to support and develop systems that maintain an environment where all parties involved with 4YBIN understand how to behave, how to raise complaints and concerns, and what action will be taken.

3.1.5 4YBIN's Obligations

4YBIN believes that all people have a right to safeguarding and will not tolerate its staff, associate, or partners engaging in any sort of behavior that puts beneficiaries or communities at risk. To that end, 4YBIN commits to:

1. Creating a safe culture for both, those it serves and those who work for and represent the organization.
2. Following through on any complaints and concerns in a timely manner through its Safeguarding Committee and taking each complaint seriously.
3. Sensitizing staff, associates, partners, and communities around how to make a complaint.
4. Ensuring zero tolerance towards any child or adult safeguarding related concern, or sexual exploitation or abuse
5. Building a culture of dignity, honour and respect where all those who work with and are served by 4YBIN feel empowered to report complaints.
6. Educating staff, associates, and partners that any violation of the policy may constitute gross misconduct and are grounds for termination of employment and possibly legal action.
7. Providing information on how to report complaints and the investigation procedure.
8. Ensuring that all staff, associates, and partners have access to the Safeguarding Policy and Procedures as well as all other related safeguarding policies.

3.1.6 Staff Responsibility

All staff, associates, and partners are required to adhere to this policy at all times, and are obliged to report any safeguarding suspicions. All staff, associates, and partners are required to sign the associated Code of Conduct, and an acknowledgement of having read and understood the policy.

Under the Safeguarding Policy, all 4YBIN staff, associates, and partners must not:



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3.1.7 Child Safeguarding

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
 - Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children, including child labor or trafficking.

3.1.8 Adult safeguarding

- Sexually abuse or exploit at risk adults.
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect.

3.1.9 Protection from sexual exploitation and abuse

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additional details on the above can be found in the associated policies.

4. Implementation & Review

To meet with sector best practice, 4YBIN agrees to review this policy and the entire Safeguarding Framework every two years, as a minimum. It is the responsibility of the Chief of Governance and Operations to complete this review, in collaboration with any key internal stakeholders or external third-party providers.

Definitions

Beneficiary of Assistance

Someone who directly receives services from 4YBIN.

Child

A person below the age of 18.

Harm

Psychological, physical and any other infringement of an individual's rights.





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4.1 Psychological harms

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

3 Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or



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