



Plan International (India Chapter)
1, Community Centre, Zamrudpur
Kailash Colony Extension
New Delhi – 110048, India

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SERVICE CONTRACT

This Contract made and entered into at New Delhi this day 9th May 2023 by and between **Plan International (India Chapter)**, a Society registered under Societies Registration Act with its office located at 1, Community Centre, Zamrudpur, Kailash Colony, New Delhi – 48, also, also known as Plan India through its Authorized Representative Mr. Mohammed Asif, Executive Director duly authorized vide Board Resolution dated 17th December 2019, (hereinafter referred to as "PLAN") in this Agreement and **STEM LEARNING PRIVATE LIMITED** having its office registered : Head Office Address: Marathon ICON 1205, Marathon Nextgen Campus, Opp. G.K. Marg, Lower Parel(W), Mumbai- 400013 with **PAN No: AAQCS0110G** and **GST 27AAQCS0110GIZL** hereafter referred to as the ("Service Provider").

1. Term and Scope of Services

This Agreement will commence from **10th May 2023 to 31st March 2024** the terms of reference will be as mentioned in **Annexure I** hereto.

2. Warranty of Service

The Service Provider warrants and guarantees the quality and adequacy of services which are covered by the terms of reference. Any deterioration in the quality of services rendered by the Service Provider shall entitle PLAN to determine this agreement after providing the Service Provider with immediate effect and the decision of PLAN in this regard will be final and binding on the Service Provider.

3. Service Charges

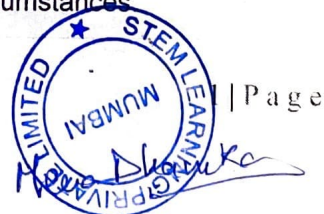
As compensation for the performance of agency's services, hereunder, PLAN will pay INR **5,95,900/- inclusive of 18% GST (Five Lakh Ninety Five Thousand, Nine Hundred only)** to the service Provider as mentioned in the **Annexure-I** hereto. All the Payments will be made on basis on submission of final invoice along with deliverable report by service provider as per the rates agreed (As mentioned in the **Annexure-I**) hereto and its approval by Plan India Staff. Payment shall be made by Cheque or Bank Transfer on submission of invoice from Service Provider. Statutory levies and taxes, if any, will be deducted from the payments made, for which necessary form will be furnished.

Payment Terms:

| Percentage | Details |
|----------------------------------|---|
| 60% of the Total Agreement Value | Payment on complete set up of STEM Lab/Tinkering Lab and Training of Teachers/Plan India Staff. |
| 30% of the Total Agreement Value | Training of school teachers & Plan India team members & Official Handover of STEM lab /Tinkering Lab to School Management |
| 10% of the Total Agreement Value | After End line Study /Impact assessment of STEM Lab/Tinkering Lab intervention in the School. |

4. Safe Guarding Child and Young People policy

PLAN is committed to the actualizing of child rights and is obligated to provide children with whom it works a safe and conducive environment. Plan's Safe Guarding Child and Young People Policy (as attached as **Annexure - II**) applies to its Plan associates which includes the parties to this agreement as much as it applies to its own staff. Any violation of the code of conduct as described in the policy is considered by Plan a serious contempt to children and Plan reserves its right to intervene in such circumstances.



Page

5. Anti-Terrorism:

The agency will not provide material support or resources to any individual or entity that commits, attempts to commit, advocate, facilitates or participates in terrorist activities, which term includes:

- a) Any act prohibited pursuant to any of the United Nations Conventions and Protocol related to terrorism; or
- b) An act of premeditated, politically motivated violence perpetrated against non-combatant targets by sub national groups or clandestine agents; or
- c) Any other act intended to cause death or serious bodily injury to a civilian or any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or abstain from doing any act.

The agency shall not deal in any manner with any organization banned / black-listed by the Indian Government as Terrorist Organization, any individual or entity designated by Ministry of Home Affairs and any individual or organization that (i) appears in the list of banned terrorist organization under Section 35 of Unlawful Activities (Prevention) Act, 1967 as may be amended from time to time or (ii) which can be found at <http://mha.nic.in/bo>.

6. Anti-Fraud & Anti-Corruption:

The agency shall (and shall ensure that any relevant party shall):

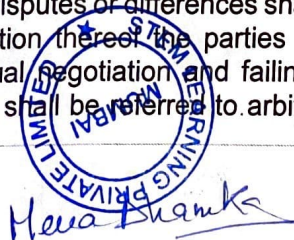
- a. Comply with all applicable laws, statutes, regulations and codes relating to anti-Fraud, Anticorruption and/or economic or financial sanctions.
- b. Comply with Plan's Anti-Fraud and Anti-Corruption Policy in force from time to time which the Agency acknowledges that it has received a copy of, read and understood (Annexure: III)

7. Non-disclosure of Information

Service Provider acknowledges that in the course of its operations, PLAN has developed and gathered extensive data, information, procedures, processes, methods and systems of a confidential and proprietary nature including, without limitation, information or evaluations pertaining to grant applications and distributions, contact persons, programs of PLAN, research data, planning data, development data, experience data, business processes, methods, know-how and other confidential information, knowledge or data used or useful in conducting the operations of PLAN (collectively, the "Confidential Information"); that the disclosure thereof is being made by PLAN to Service Provider only because of the position of trust and confidence which Service Provider will occupy and because of the agreement of Service Provider to the restrictions contained herein; that all such Confidential Information is the sole property of PLAN; that strict protection of the Confidential Information is necessary to the successful continuation of the operations of the PLAN; and that unauthorized use or disclosure of the Confidential Information would irreparably harm PLAN. Service Provider agrees that Service Provider will not directly or indirectly divulge, disclose or use at any time, either during the term of this Agreement or at any time thereafter, any Confidential Information, unless Service Provider shall first have secured the written consent of PLAN or unless such disclosure or use is both necessary in the performance of the Services and specifically authorized pursuant to PLAN's written Publication Policy, as the same may be revised from time to time.

8. Arbitration

The parties hereto agree and declare that if any disputes or differences shall arise touching or concerning these presents or the interpretation thereof the parties hereto agree to resolve such disputes and differences by mutual negotiation and failing settlement by mutual negotiation the disputes and differences shall be referred to arbitration by a sole



arbitrator to be appointed by PLAN. The arbitration shall take place in New Delhi and all arbitration shall be held in accordance with the Indian Arbitration Act, 1996. The courts located in Delhi shall have exclusive jurisdiction for all matters relating to any dispute or difference between the parties. Any award made by the Arbitrator shall be final and binding upon the parties hereto and it may be enforced by the parties hereto in the High Court of New Delhi by making the same the rule of the said Honorable Court.

9. Enforcement

Service Provider agrees and acknowledges that PLAN will suffer irreparable injury and damage and cannot be reasonably or adequately compensated in monetary damages for the loss it may suffer as a result of a breach or violation by Service Provider of any of the obligations contained in Sections 4, 5, or 6 hereof. Accordingly, in addition to any other remedies to which PLAN shall be entitled to apply to a court of competent jurisdiction for both a preliminary and permanent injunction or similar court order enjoining Service Provider from violating any of the provisions of Sections 4, 5, or 6 hereof, and Service Provider consents to submit for this purpose to the jurisdiction of the High Court of New Delhi.

10. Independent Contractor

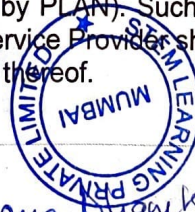
The Service Provider shall perform the Agreement hereunder as an independent Contractor, it being agreed that nothing contained herein shall be construed as establishing or creating a relationship of master and servant or principal and agent and it being further agreed that the position of the Service Provider and that of the Service Provider's services rendering the Agreement is that of an independent contractor. It is also further agreed that all persons who are employed or engaged by the Service Provider or perform work for the Service Provider (including the Service Provider's Personnel) in connection with the Agreement whether they be the Service Provider's employees, servants and agents or independent specialists or otherwise, shall be deemed to be his employees and the Service Provider shall accept full and exclusive liability for the payment of all salaries, wages, commissions and other remuneration to such persons including payment of all and any taxes, duties, fees and other impositions, both within and outside India. The Service Provider shall indemnify PLAN against the foregoing liabilities and any other liability that PLAN may in law incur in respect of persons who are employed or engaged by the Service Provider by reason of such employment or engagement and the aforesaid obligation to indemnify PLAN shall survive the final payment and settlement hereunder. In the event such liability exceeds the final Payment, PLAN would be reimbursed by the Service Provider and in default of Payment PLAN would be entitled to take recourse to Proceedings as specified in this agreement or as provided by law.

11. Claims

With respect to its rendering of the Agreement, the Service Provider shall indemnify and hold PLAN harmless from any and all claims, liabilities and causes of action for injury to or death of any person including the Service Provider's Personnel or for damage to or destruction of property of PLAN or third parties resulting from any and all acts or omissions of the Service Provider and/or the Service Provider's Personnel in rendering the Services.

12. Taxes

The PLAN shall not be liable for any payments of taxes, duties, fees and other impositions levied by any governmental authority or otherwise in India in respect of any payment to be made in connection with the rendering of the Services (save and except such withholding tax applicable to such fees and deducted therefore by PLAN). Such payments shall be borne and paid for by the Service Provider and the Service Provider shall indemnify PLAN and keep PLAN indemnified and harmless in respect thereof.



13. No Assignment by Service Provider

The Service Provider's obligations hereunder and rights to receive payment therefore are hereby expressly declared to be non-assignable, non-delegable, and non-transferable.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties and may not be amended or modified except by a written instrument signed by both parties hereto.

15. Governing Law

This Agreement shall be governed by the laws of India.

16. Notice

Any notices required hereunder shall be in writing, sent by registered post to PLAN or Service Provider at their respective addresses set forth above, as the case may be.

17. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such valid or unenforceable provisions were omitted.

1. Force Majeure.

The Parties are released from liability for partial and/or complete non-fulfilment of their obligations if such non-fulfilment is the consequence of Force Majeure. For the purposes of this agreement "Force Majeure" means, in relation to either party, any circumstances beyond the reasonable control of that party including, without limitation, acts of God, compliance with any law, order, rule or regulation of any governmental or other authority, acts of any governmental or super-national authority, war or national emergency, riots, civil commotion, robbery, hijack, flood, fire, severe weather conditions, epidemics, lock-outs, strikes and other industrial disputes (in each case, whether or not relating to that party's workforce), pandemic, embargoes, delays attributable to customs authorities and accidents, acts of God, State or Central Government notified lockdowns where there is restriction of movement for citizens, which continues for a period of 5 days, such party may notify the other party by means of email and the period during which such force majeure circumstance prevails shall not be taken into consideration and this Agreement shall stand extended for such period that were lost on account of force majeure circumstances. In case, such force majeure circumstances continue for a period of two months, this Agreement shall stand terminated without any obligation to perform the Agreement by both the parties

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the date first above written.


For PLAN INTERNATIONAL
(INDIA CHAPTER)


For STEM LEARNING PRIVATE LIMITED

Witness:

1. _____

Name of the Witness
Plan India.

1. Ayush Khandelwal

Name of the Witness:

Terms of Reference.

Development of Curriculum on STEM for 01 Government Schools of Pune.

1. Introduction:

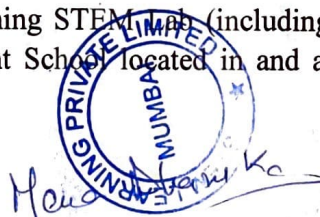
The National Science Foundation predicts that 80% of future jobs will require the candidates to have some form of STEM skills. The Indian education system has already realized the importance and begun to integrate STEM into education, however it is far from each to the most disadvantaged children studying in the Government schools, despite the Government of India has set up the Atal Innovation Mission at NITI Aayog which supports the establishment of Atal Tinkering laboratory in eligible schools across India. Exposing children to STEM education can help them learn by doing and help children discover their true potential and a new method of learning a concept in a fun and interactive manner. Thus, prepare students future-ready by teaching them skills that will be in demand in the upcoming years.

It may be noted that STEM still remains relatively a new concept to most teachers in the government schools and has poor acceptance due to limited understanding of STEM, and/or their competencies to engage children in STEM activities, and/or due to misconception that it will divert the students from their regular studies and they will not give proper attention to their textbook curriculum. Therefore, for successful integration of STEM into education system, it is critical to engage with school management and the state government in the process of developing and executing STEM education and also build their capacities relevant to STEM activities.

It is in the above scenario, Plan India is inviting applications from competent individuals and/or institutions to develop, in coordination with Maharashtra SCERT (Pune), appropriate STEM curriculum for children studying in high schools (of the Municipal Schools). STEM curriculum should be based on the idea of educating students in four specific disciplines — science, technology, engineering and mathematics — in an interdisciplinary and applied approach. We are looking the basic version of STEM curriculum that fosters curiosity, creativity and imagination in young minds (children studying in grades 6 to 10); and inculcates skills such as design mind set, computational thinking, adaptive learning, physical computing, etc.

2. Assignment Objective:

- a) To develop STEM curriculum for children studying in grades 6 to 10 in government schools within the framework based on Maharashtra SCERT.
- b) To train teachers from 1 Municipal school and Plan India project team members and other functionaries on application of STEM Curriculum and on facilitating STEM Activities for children in government schools
- c) To design plans and support Plan India in establishing STEM Lab (including both hardware & software components) in 1 Government School located in and around Hinjewadi area of Pune city, Maharashtra.

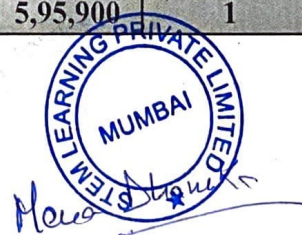


3. Key Deliverables:

- Develop the basic version of STEM lab /Tinkering Lab Curriculum – Printable format.
- 10 school teachers of Pimpri Government High School and 5 Plan India team members are trained as resource persons to using the STEM labs.
- Set up the STEM lab /Tinkering Lab in 1 Pimpri Nagar High Government High Schools in Pune as per details mentioned in **Annexure I A**

4. Budget

| Detailed Budget for STEM LAB IN 1 school in Pune district(Includes MSC & Tinker Lab) | | | | | |
|--|--|--|----------|---------------|----------|
| SR.NO | ITEM | DESCRIPTION | 1 SCHOOL | NO OF SCHOOLS | TOTAL |
| MINI SCIENCE CENTRE | | | | | |
| 1 | STEM Lab/Tinkering Lab Training of Teachers TTP) | Total- 2 visits individual schools (Fresher Teachers Training Program & Refresher Teachers Training Program) | 35,000 | 1 | 35,000 |
| 2 | Monitoring & Evaluation | Total - 2 visits individual schools (Baseline & End line Survey) | 35,000 | 1 | 35,000 |
| 3 | AMC of the Equipments- Valid till March 2024 | CLEANING SERVICING & IF REPLACEMENT | 35,000 | 1 | 35,000 |
| A | Cost of MSC (1+2+3) | | 1,05,000 | 1 | 1,05,000 |
| TINKERING LAB | | | | | |
| 4 | Stem Tinker lab set up cost | Includes study material and infrastructure | 2,00,000 | 1 | 2,00,000 |
| 5 | Learning Tools | (video lessons plan training Manual and Software Installation) | 50,000 | 1 | 50,000 |
| 6 | Training | (15 Training in each schools with reporting and documentation) | 1,50,000 | 1 | 1,50,000 |
| B | Cost of Tinker Lab(4+5+6) | | 4,00,000 | 1 | 4,00,000 |
| C | Sub Total(A+B+C+D) | | 5,05,000 | 1 | 5,05,000 |
| | 18% GST | | 90,900 | 1 | 90,900 |
| Grand Total | | | 5,95,900 | 1 | 5,95,900 |



5. Timeline:

| S.No | Key Milestones | Timeline |
|------|--|----------------------------|
| 1 | Setting up of 1 STEM lab /Tinkering Lab (Hardware component) in Pimprinagar high school, in consultation with the school staff | 25th May 2023 |
| 2 | Training of school teachers & Plan India team members | 22nd & 23rd June 2023 |
| 3 | Official Handover of STEM lab /Tinkering Lab to School Management | 21st June 2023 |
| 4 | Endline study of the impact assessment of STEM lab / Tinkering Lab intervention in the school | Last Week of February 2024 |

Disclosure of Information: Service provider agrees that Service provider will not directly or indirectly divulge, disclose or use at any time, either during the term of this contract or at any time thereafter, any Confidential Information, unless Service provider shall first have secured the written consent of PLAN or unless such disclosure or use is both necessary in the performance of the Services and specifically authorized pursuant to PLAN's written Publication Policy, as the same may be revised from time to time.

Contact person at Plan India: Ms Swati Raut, Project Coordinator.



For PLAN INTERNATIONAL
(INDIA CHAPTER).



For STEAM LEARNING PRIVATE LIMITED.

Handwritten signature
(Navendra Kumar)



ANNEXURE: III

Plan India Policy

Anti-Fraud and Anti-Corruption Policy-Plan India

Functional Areas: *Governance*

Owner: *Executive Director*

Approved by:

Date of Approval: May, 2015

Version: *Final*

Date of next review: July, 2017

Language: *English*

Applicable to: *Plan International (India Chapter)*

Vijay

*Abhishek Kumar
Bera*

Pratibha

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Plan
be a part of it.

Anti-Fraud and Anti-Corruption Policy- Draft

Summary/Propose

This policy sets out the responsibilities of Plan managers, employees and volunteers with regard to the risks of fraud and bribery and corruption.

The principles and definitions in this policy also extend to relationships Plan has with third parties (including, without limitation, implementing partners, contractors, government officials and donors).

Policy

Introduction

To ensure that Plan International (India Chapter) continues to have high standards of accountability, transparency and legal compliance, it is imperative that Plan India should provide clear guidance to its staff, on its organisational framework for addressing the risks of fraud and corruption.

This policy sets out the specific responsibilities of managers, employees and volunteers with regard to the risks of fraud, and bribery and corruption. It is also a clear demonstration of the commitment of Plan's senior leadership and governing bodies to the promotion of a culture of integrity and transparency throughout the organisation.

Plan India has a policy of zero tolerance towards fraud & corruption. As per policy, ensure that Plan's reputation as a quality organisation is maintained and that the maximum possible funds are used to the benefit of the children, families and communities with whom we work.

Plan takes the most serious view of any (attempted) act of fraud or corruption by members of Plan staff, volunteers, Plan contractors or their employees and agents acting on behalf of Plan. Employees and volunteers involved in (attempted) fraud or corruption of any kind will be subjected to disciplinary action up to and including dismissal, and may be reported to law enforcement authorities for criminal prosecution.

Scope

The scope of this policy applies to Plan International (India Chapter) employees and volunteers. The principles and definitions in this policy also extend to relationships which Plan has with external organisations (including, without limitation, implementing partners, contractors and donors).

Control Framework

Plan India is committed to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk, by the effective operation of the control, governance and accounting systems and by its organisational procedures at all levels.



Definitions

What are Fraud and Corruption (Bribery)?

Fraud is civil or criminal deception, intended for unfair or unlawful financial or personal gain or to cause loss to another party, such as by theft or other misappropriation of assets, *abuse of position, false representation and/or prejudicing someone's rights.*

Corruption (bribery) involves the (attempted) complicit exchange of private gain and abuse of entrusted authority. This includes offering, promising, giving, accepting or soliciting ...

- money, a gift or other private advantage ...
- as an inducement to, or reward for,
- doing something that is illegal, an abuse of power or authority, a breach of trust or duty, or otherwise improper, in the course of carrying out an organisation's activities.

Neither fraud nor corruption are restricted to monetary or material gain (of any size), but could also include intangible benefits such as status or information.

Non-Retaliation for reporting fraud or refusal to pay bribes

Plan supports its staff to take a firm stand against fraud and corruption, and shall ensure that staff will not suffer from negative performance assessment, adverse employment-related consequences or retaliation, for reporting suspicions of fraud and/or corruption (refer to Whistle blowing policy) or refusing to pay bribes. For bribery this applies in all cases, including where such refusal to pay bribes has some negative implications for Plan's programming delivery. The long-term imperative of promoting integrity in decision-making outweighs short-term tactical programming hurdles. Indeed, the payment of bribes itself perpetuates the risks and culture of corruption.

Therefore, Plan prohibits retaliation for refusing or reporting the payment of bribes, or for raising or helping to address a concern in connection with fraud or corruption. Retaliation is grounds for disciplinary action up to and including dismissal.

Duress

Circumstance may arise in which payments are made to protect against an imminent threat to the life, health, safety or liberty of Plan staff or those around them. Staff making a payment under such extreme duress will not be subject to sanction by Plan.

Role-Specific Responsibilities

Plan is committed to preventing fraud and corruption and developing an anti-fraud and anti-corruption culture. To achieve this, Plan will:

- Develop and maintain effective controls to prevent fraud and corruption.
- Ensure that if fraud or corruption occurs, a vigorous and prompt investigation takes place.
- Take appropriate disciplinary and legal action in all cases, where justified.
- Take all appropriate and reasonable steps to recover any financial losses, and.
- Review systems and procedures to prevent similar frauds or acts of corruption.
- Ensure fraud and corruption risks are taken into consideration in programme planning

Where donor requirements regarding investigation procedures relating to grant funds conflict with those described in this policy, the donor requirements will take precedence.



Staff Responsibilities

All staff is responsible for:

- Acting with propriety in the use of Plan's assets and resources.
 - Conducting themselves in accordance with the principles set out in the Code of Conduct.
 - Declaring at the earliest opportunity any actual or apparent conflict of interest having a bearing on their responsibilities (further details in the Conflict of Interest Policy)
 - Alerting their line manager where they believe the opportunity for fraud or corruption exists.
 - Reporting details immediately to their line manager of
 - Any suspected or actual fraud or corruption
 - Any suspicious acts or events which might give rise to a suspicion of fraud or corruption, to their line manager
- If for any reason a member of staff does not feel able to report a suspected fraud or corruption to their line manager, a more senior manager or the Executive Director should be informed. Staff should refer to the Plan Whistle Blowing Policy for guidance where they do not feel able to report suspected fraud or corruption to line management or are not satisfied that their concerns have been addressed
- Assisting in any investigations by making available all relevant information and by cooperating in interviews.

Managers' Responsibilities

The day to day responsibility for the prevention and detection of fraud and corruption rests with the line managers who are responsible for:

- Identifying the risks to which systems, operations and procedures are exposed.
- Developing and maintaining effective controls to prevent and detect fraud and corruption.
- Ensuring that controls are being implemented

Executive Director is responsible for:

- Ensuring that all cases of suspected and/or alleged fraud are reported at the earliest opportunity to the Executive Director.
- Additionally, where the alleged fraud affects grant funds, reporting such to the relevant NO.
- Assisting the Head of Counter Fraud in providing an appropriate investigative response.
- Exceptionally Executive Director may, at its discretion and as an alternative to passing responsibility to the Head of Counter Fraud, direct or delegate investigations themselves and/or refer the matter to their respective national law enforcement authorities if wholly contained within the jurisdiction of their NO country and not involving any Plan staff outside the NO. In such case full reporting requirements to the Head of Counter Fraud will still apply.
- Responding to recommendations made in consequent investigation reports.
- ED is additionally responsible for reporting fraud incidents affecting the NO to the NO Board Chair

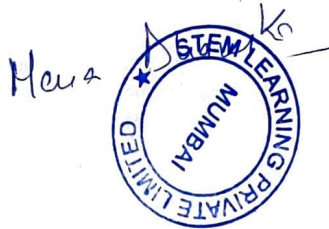
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Specific Responsibilities

The **Director Finance & Operation** is responsible for:

- Establishing the internal control system designed to counter the risks of fraud and corruption and ensuring the adequacy and effectiveness of this system.
- Ensuring that the risks of fraud and corruption have been properly identified and assessed by management.
- Assessing that the internal control framework has been properly designed to address the risks of fraud and corruption, and that it is working effectively.
- Ensuring that there are arrangements in place for the prompt and proper investigation of all actual, suspected and alleged fraud or corruption to a consistent standard.
- Ensuring that the assessment of fraud and corruption risks forms part of Plan's overall and ongoing.
- Risk management process.



APPENDIX A – GENERAL GUIDELINES

(references in these guidelines may be updated periodically)

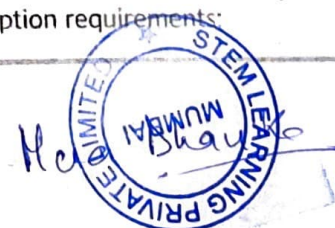
Plan values long-lasting relationships, and deals with its suppliers, program partners, regulators, governmental agencies, public officials, political figures and other stakeholders on the basis of merit, professionalism, trust and integrity - never illicit payments, unlawful "favours" or other actions that could expose Plan to the many risks of financial loss, operational impairment, dependency, blackmail, extortion, legal sanction and reputational harm.

- **"DO NOTs" - Plan prohibits all forms of fraud and corruption with a zero-tolerance policy. You must not make or receive any payments or gifts, or provide or receive other favours, to or from any public official, political figure, representative of a regulatory body or government agency, nor to or from any of our suppliers, programme partners or any other party (whether public or private) in order to influence or reward any act or decision to grant a license or regulatory approval, obtain or retain business, or to seek any other unlawful or improper purpose of advantage. This prohibition excludes gifts and hospitality of minor values which are in keeping with general business practices and which are not subject to interpretation as an inducement.**
- **"DOs" - In critical situations, act as follows:**
 - **Ignore or reject any hints at committing an act of fraud or corruption.**
 - **Try to have someone as your witness to support you.**
 - **Agree to nothing improper, even if the suggestion includes a "charitable donation".**
 - **Maintain fair and accurate records, documenting the details of any requested, attempted or actual act of fraud or corruption, as soon as possible after the event.**
- **"IF YOU SEE SOMETHING, SAY SOMETHING"**
 - **Report all suspected, requested, attempted or actual acts of fraud or corruption to your own or other more senior manager, or use the Safecall confidential reporting service. Safecall can be contacted via country specific telephone numbers, on-line or via e-mail. For details see Planet link**

"Red Flags"

The following examples of general „red flags“ may raise suspicion and be helpful indicators of fraud and corruption risk (NB. this is not an exclusive list):

- Financial record-keeping and accounting discrepancies, such as ...
 - absent, vague, inconsistent or false transaction descriptions or account allocations;
 - absent, false or unusual record of the identity of the payee / agent / counter-party;
 - excessive or unusually high compensation without supporting detail;
 - unusual payment patterns or structures, use of shell companies or other financial arrangements
 - general purpose or miscellaneous accounts that can be used to hide improper payments;
 - over-invoicing; false or inaccurate invoices, travel and/or expense forms; unrecorded accounts or transactions;
- A third party does not appear to be qualified to perform the duties for which it is engaged to assist Plan;
- A third party refuses to certify, or provide information about its governmental relationships to verify, its compliance with anti-corruption requirements;



- Requests for commissions to be paid in a third party country, to a third party, or in cash or untraceable funds;
- Heavy reliance by a party on political or government contacts as opposed to knowledgeable staff and investment of time to promote Plan's interests;
- A desire to keep third party representation secret;
- Lack of written agreements, anti-bribery policies, training or code of conduct at Target Company.
- Misrepresentation or failure of the target company to cooperate in due diligence process.

Specific Risks

Plan India diversified operations are exposed to risks of fraud and corruption. This requires all Plan staff to be aware of and adhere to the following standards:

- **Gratuities:** It is against Plan policy for any of its staff to incur Plan expenditures for the provision of gifts, travel, entertainment or other gratuities to external parties, with the very limited exception of *de minimis* hospitality charges covering external guests' attendance at Plan events, where such hospitality does not create even the appearance of impropriety or influence over the objectivity of decision-making. This does not include circumstances where Plan is paying the expenses of an external party (such as a celebrity) engaged to promote our work
- **Government officials:** Plan must sustain collaborative relationships of integrity with diverse governmental bodies, to enter the respective countries, establish offices, hire local and expatriate staff, raise funds, conduct programming activities, maintain tax-exempt status and so on. Accordingly, Plan shall not induce or reward inappropriate public administration. In particular:
 - **Facilitation payments** are payments made to government officials to perform or expedite an existing duty or administrative process where the outcome should already be pre-determined. Under legislation applicable to Plan, a facilitation payment is considered a form of bribery, which Plan therefore prohibits with a 'zero tolerance' policy. Staff should be alert to the risk that such payments are sometimes included, but hidden, within agency fees. Transparent 'per diem' payments are not however considered as facilitation.
 - **Programming activities:** particularly when government agencies are involved in the planning and coordination of programming activities, e.g., in disaster response and large infrastructure projects, individual government officials may seek to unduly influence Plan's decision-making process around third-party procurement, sub-contracting, partner selection and payment. Unless the respective grant-funding contract explicitly provides for such governmental involvement, Plan shall make such decisions objectively independent of any such attempted influence.
- **Procurement and partnerships:** When engaging with external stakeholders such as in procurement and programming partnerships, Plan staff shall implement the applicable mandatory standards, best-practice processes and facilitating tools, to comply with legal requirements and maximise such engagements' effectiveness.

In practice, conducting "Know Your Counter-party" due diligence checks, implementing financial controls and performance monitoring are among the best tools to combat both fraud and corruption.



- **In General:** Fulfilment of the above obligations typically requires
- implementing a tender process,
 - conducting a due diligence assessment,
 - selecting the best counter-party, and
 - negotiating the contractual terms of engagement,
 - segregating, limiting and delegating expenditure authorisations, all at "arm's length" and with regard to objective criteria, including the effectiveness, quality, and pricing, of the proposed goods / services.





Anti-fraud and Anti-corruption Policy of Plan India

Acknowledgement Receipt

This is to acknowledge that I have received Anti-fraud and Anti-corruption Policy of Plan India:

Name: MEERA DHANUKA

Signature: Meera

Designation: Corporate Partnership Head (North & East region)

Official Seal: 

Date: 26th May, 2023



PLAN INDIA POLICY SAFEGUARDING CHILDREN AND YOUNG PEOPLE

**SAY YES! TO KEEPING CHILDREN AND YOUNG PEOPLE
SAFE AND PROTECTED**

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| Lead | Plan India Human Resource and Organizational Development Department |
| Version Number | V 2.0 |
| Effective Date | 1 st July 2021 |
| Next Review Date | 30 th June 2023 |
| Reviewed by | Pooja Mathur, Director-HR,OD & Administration |
| Approved by | Mohammed Asif, Executive Director |



APPLICATION

This policy applies to Plan India, and all of its state offices, project offices, partner organization offices and premises which are to facilitate Plan India's program implementation, and any other offices, some of which operate as branches and some as subsidiaries;

All of the Plan India, including partner organizations, shall enact their own procedures which must be in line with Plan India procedures, regulations, or other regulatory documents that enable compliance by its employees (and/or, when appropriate, contractors and other partners) with this policy.

Girls

Due to our Purpose, this policy, has a particular focus on girls and young women aged up to and including 24 years. Girls may be especially vulnerable and at risk from certain forms of violence, including sexual and gender-based violence¹. Violence against girls is not only against the values and principles we uphold as described in this Policy, but also in direct opposition to the aims of our work. As such, we are particularly concerned with ensuring that girls do not experience harm, abuse, exploitation, or any other form of violence as a result of their engagement with us or our programmes, projects, events, and processes. Furthermore, we need to ensure that our safeguarding approach and response to safeguarding concerns are gender responsive.

Young People

We work with Young People, and therefore the protective scope of this Global policy extends to young people we are supporting or are in contact with, through our youth engagement work. We recognise that young people have particular safeguarding needs requiring distinct consideration. For example, some young people engaging with and attending events supported by a Plan India Entity may be over the formal age of majority and so face fewer legal restrictions in what is permissible, but still require protection from violence and we retain a duty of care towards them.

PURPOSE

Plan India recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. Furthermore, children and young people may be vulnerable and at risk due to, for example, reasons of gender, sexual orientation, ethnic origin, disability and age or illness.

Plan India is fully committed to ending violence against children and acknowledge that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with whom we work or are in contact.

The purpose of this policy is to ensure that:

- all who work for and engage with us are skilled, confident, understand, and are well supported in meeting their responsibilities to safeguard children and young people from violence and engage positively with them in ways that enhance the achievement of our Purpose;
- we have in place procedures, in all our program areas, to prevent and deal with the actions/behaviour of our Staff, Associates, Visitors or us as an organisation that result in violence against a child or young person and/or places them at risk of the same; and
- We empower children and young people we work with, so that they are aware about our responsibilities to prevent and respond to any harm against them arising from actions and behaviours of our Staff, Associates and Visitors, and, the routes for reporting such incidents.

POLICY STATEMENT

We are fully committed to the gender responsive safeguarding of all children and young people from all forms of violence. We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us does not in any way harm, abuse or commit any other act of violence against children and young people or place them at risk of the same.

We promote child and youth safe practices, approaches, interventions and environments which respects, recognises and responds to the specific safeguarding needs and addresses the protection risks of the differing gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.

We respond to a child or young person who may be in need of protection and or psycho-social support and intend that their welfare and best interests will at all times be paramount consideration.

We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. We take positive action to prevent anyone who might be a risk to children and young people from becoming involved with us and take stringent measures against any Staff, Associate or Visitor who perpetrates an act of violence against a child.

We promote the active involvement of children and young people in their own protection.

APPLICABLE REQUIREMENTS

This Policy is underpinned by the following set of principles that guides its implementation:

1. All children and young people aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child. In addition, the Universal Declaration of Human Rights recognises fundamental human rights, the dignity, worth and equal rights of people at any age, thus including young people aged 18 to 24 years old.



¹ Boys are also vulnerable to sexual abuse and exploitation but the overwhelming majority of reported incidents identify girls as the victims.

- Boys and Girls
Plan International
Yes!
human rights of children and young people will be respected and applied to all irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, any history of conflict with the law or any other aspect of their background or identity. Inequality, exclusion, and discrimination will be challenged and will not be tolerated.
- All children and young people should be empowered and encouraged to fulfil their potential. Decisions made about children and young people will be made as far as possible with their participation and in their best interest giving full consideration to how such decisions will affect them. Children will be encouraged to express their views this will be given 'due weight' in accordance with their age and level of maturity.
- We have a responsibility to care for and protect children and young people, especially those that are vulnerable, and make sure they are not harmed.
- We have particular responsibilities to children and young people with whom we come into contact. No child or young person must suffer harm, intentionally or unintentionally, as a result of their engagement, association or contact with us whether as a sponsored child, a participant in our programmes, projects, events, processes, or youth advisory panels or as part of a fundraising or influencing campaign.
- We have a responsibility to inform and empower children and young people so that they learn about and are better able to exercise their rights to protection. We will work with children and young people ensuring they understand the essence of this policy, our safeguarding commitment and the means via which they can report policy breaches. We will also involve them in the development of safeguarding measures within Plan India in accordance with their evolving capacities.
- We are open and transparent, and will hold ourselves to account for our commitment to safeguard children and young people. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviour challenged and addressed, and our safeguarding measures continuously reviewed and strengthened to ensure we remain accountable to children, young people, and their families.
- We will act on on safeguarding concerns, ensuring that our actions are timely, appropriate and centered around the child or young person, taking into account their gender and other specific safeguarding needs and vulnerabilities.
- We work together in partnership with other agencies to promote the safeguarding of children and young people within organisations engaged with us and in the wider community.
- Our safeguarding approach recognises and responds to the specific safeguarding risks and needs of the differing gender and other identities. It takes appropriate measures to address gender bias and other forms of discrimination and violence which may arise as a result of these. It supports the empowerment and fosters the inclusion of girls in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection.
- Our safeguarding approach is mainstreamed in all stages of our operations, thematic portfolios, programmes, projects, activities, influencing work, and interventions in both development and humanitarian settings thus ensuring that these are designed and delivered in a manner that does no harm to children and young people.

In light of our commitment and accompanying principles, we give the highest priority to the safety and protection of children and young people.

We will ensure our Staff, Associates, and Visitors are supported to meet their safeguarding responsibilities and requirements, understand the specific risks to children and young people of differing gender and other identities and how they can work and engage in ways that increase the safety and protection of children and young people with whom we are in contact.

Our Safeguarding Implementation standards lays down the requirements for ensuring safeguarding measures are embedded in all parts of our operations and interventions. Wherever, there is an ambiguity in the standards, best interest of the children and young people is what we should be aiming at.

Sanctions

This is a policy which is part of the service rules. Adherence to it is mandatory for all the staff, as it is for other policies, which are under the service rules. Breaches of this policy will be investigated in accordance with service rules, disciplinary procedures and contractual agreements, or a reporting may be made to statutory authorities for criminal investigation under the Indian laws and procedures. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions. The policy contains elements to represent Plan India as a child safe organization and all standards that has been included, is part of the service rules.

If a legitimate concern about the suspected abuse or breach of policy for a child or young person is raised, but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malafide intention with unreasonable accusations.

ROLES AND RESPONSIBILITIES

1. All Staff, Associates and Visitors shall:

- commit and contribute to an environment where children and young people feel respected, supported, safe and protected
- never act or behave in a manner that results in violence against a child or young person or places a child or young person at risk of violence;
- be aware of and adhere to the provisions of Plan India policy on Safeguarding Children and Young People.

2. All Staff shall:

- comply with this Policy, including the Safeguarding Code of Conduct (Annex 1); and
- report and respond to safeguarding concerns and breaches of the policy in line with the applicable procedures of Plan India.

3. Associates and Visitors shall: Agree, by signing, to complying with the Safeguarding Code of Conduct (Annex 1)

4. PU Leads / Project Managers and other Supervisors shall ensure that:

- Children, young people and communities with which we engage, work or are in contact are made aware of the provisions of this Policy to ensure they have the confidence and ability to report any incidents occurring against children and young people;
- Staff, Associates, and Visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us;
- they support and develop systems which maintains an environment which is safe for and prevents violence against children and young people; and
- they are accountable for ensuring that the policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards (Annex 2).

5. Management / Directors shall ensure that:

- Plan India has in place local procedures that are consistent with Global Policy and with the global document *Reporting and Responding to Safeguarding Issues* which outlines the reporting requirements and the manner in which they are escalated within Plan India. These local procedures should be developed with the assistance of local advisers and updated regularly. The policy and applicable procedures must be made available in local languages and child-friendly formats; and
- Plan India implements Safeguarding Implementation Standards, the people (Staff, Associates, and Visitors), children and young people with whom they engage, as well as the processes, programmes, projects, events and activities they undertake.
- Ensures that all the staff and volunteers who are working under their leadership are trained and provide meaningful engagement to ensure the effective implementation of the safeguarding policy in Plan India.

- d. Ensures that the risk assessment process is thoroughly institutionalized and is in place with all the respective managers to ensure that no action that involves children and young people goes without assessment of risk. This also involves to assess the institutional risk related to children and young people.
- 6. Executive Director shall :**
- a. Oversee that Plan India implements Safeguarding Implementation Standards, in all the processes, programmes, projects, events and activities undertaken in association with Plan India.
- 7. Safeguarding Focal Points shall ensure that:**
- a. All the information related to the safeguarding is provided to all the staffs within the organization.
 - b. Provide training to all the staff members and visitors, as and when required by the respective project or program manager.
 - c. Undertake self-assessment exercise and provide a true reflection of the state of implementation of safeguarding policy in Plan India.
 - d. Undertake investigation, as and when required during the working on the cases and to follow all the protocols that are associated with the global investigation guidelines.
- 8. Organisations that work with us** in carrying out our programmes, projects, processes, events and/or activities involving children and young people must comply with the Safeguarding Guidelines contained in Annex 2.
- 9. Plan India** shall monitor compliance with the Policy through the mandatory tracking and auditing of the Safeguarding Implementation Standards and Safeguarding Code of Conduct (see Annex 1). Auditing against the standards will be led by Human Resources & Organizational Development Department. In addition, it is to be ensured that the participation of children, young people, staff, associates and visitors be engaged, to review, monitor and evaluate the implementation of this policy.

TERMS AND DEFINITIONS

When used in this document:

"Associate" refers to a range of contracted paid and non-paid individuals who have committed to work with or support Plan India. It includes, among others, board members, volunteers (including community volunteers), interns, sponsors, researchers, donors, consultants and contractors, staff and/or representatives of partner organisations and local governments (when operating in partnership agreement with Plan India).

"Child" in line with the United Nations Convention on the Rights of the Child and for the purposes of this policy, is defined as any person – girl, boy, young woman, young man, and children of other gender identities – under the age of 18 years (UNCRC Article 1). (See definition of Young Person/People or Youth below).

"Young Person/People" or "Youth" in line with United Nations definitions, include individuals – young women, young men, and young persons of other gender identities - aged 15 years to 24 years old. This group spans the categories of 'children', 'adolescents' and 'adults' but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

"Director" is a Functional Head of a particular function.

"Executive Director" is executive head of Plan India

"Direct beneficiaries" are the people who are the target of and who we know will be immediately affected by one or more project outputs; irrespective of whether these are delivered directly by Plan India or by partners or organisations who are acting on behalf of Plan India

Direct beneficiaries are individuals who receive materials, equipment; interventions such as training, awareness raising, mentoring or other personal support.

- o Direct beneficiaries may be a single member of a household (for example a mother participating in training on nutrition); or it may be all members in the household (for example, distribution of hygiene kits or malaria nets that the whole family use).

"Harm" is any detrimental effect on a child's or young person's physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended.

"Manager" refers to a Staff member who has responsibility for line managing or supervising the work of Staff or partners or Associates.

"Safeguarding children and young people" is the responsibilities, preventative, responsive and referral measures that we undertake to protect children and young people, ensuring that no child or young person is subject to any form of harm as a result of their association with the organisation. This includes, ensuring that their contact with us and those associated with us and/or their participation in our activities, interventions and operations is safe and where there are concerns over a child or young person's welfare or where a child or young person has been subject to violence, appropriate and timely actions are taken to address this and incidents are analysed so as to ensure continued learning for Plan India.

"Safeguarding - Gender Responsive Safeguarding"² is a safeguarding approach that:

- takes full account of gender in considering the specific safeguarding needs of girls, boys and other gender identities;
- integrates safeguarding measures that address protection risks for children and young people (girls, boys, young women, young men, and children of other gender identities) that stem from issues relating to gender bias and discrimination; and
- supports the empowerment and fosters the inclusion of girls, particularly in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection

"Staff" refers to individuals who receive a regular or part salary for work in Plan India, as well as individuals paid by or through a Plan International Entity but located in another entity.

"Violence" against a child or young person includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a child or young person. Acts of violence can also take place online through, for example, the web, social media or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a child or young person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the child or young person's wellbeing, dignity and survival and development.

"Visitor" refers to a range of persons who are visiting our offices or programmes and may come into contact with children and young people through a Plan India, including journalists, media, researchers, visiting sponsors and celebrities.

"Safeguarding Focal Points" refers to individual who has been nominated by the Executive Director or Director in-charge of safeguarding children and young people policy. This nomination will be valid by the time it is not revoked or the person has left the organization.

² A working definition developed by PII Child and Youth Safeguarding Unit which may change on completion of our Gender Responsive Safeguarding toolkit.



ANNEX 1: SAFEGUARDING CODE OF CONDUCT

Plan India is committed to creating a safe environment for children and young people. All staff have a duty to uphold the principles of Policy on Safeguarding Children and Young People and commit to maintaining an environment that prevents violence against children and young people. Further to this, sexual exploitation and abuse by staff (including those that work in our humanitarian response) constitutes acts of gross misconduct and is therefore grounds for termination of employment.

As such, I agree that I will:

- a. Adhere to the Plan India Policy on Safeguarding Children and Young People and be open and honest in my dealings with children and young people, their families, and communities participating in programmes, projects, processes, events, and activities.
- b. Treat children and young people in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.
- c. Create and maintain an environment which prevents the abuse and exploitation of children and young people ensuring that I am aware of potential risks with regards to my conduct and work, and take appropriate action so as to minimise risks to children and young people.
- d. Contribute to building an environment where children and young people we engage with are:
 - i. respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity and evolving capacities; and
 - ii. well informed on their safeguarding and protection rights and what to do if they have a concern.
- e. Display high standards of professional behaviour at all times, providing a positive role model for children and young people.
- f. Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people aged below 18 years for domestic or other labour, if such work is inappropriate, exploitative or harmful given their age or developmental capacity, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury, exploitation, or violence. In addition, I understand that I must not use children and young people of any age that we work with for domestic or other labour.
- g. Respect the privacy and confidentiality of children and young people associated with Plan India. This means I will:
 - o Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam, skype, etc.) from any child or family associated or formerly associated³ with our work or share my own personal contact details with such individuals except where this has been explicitly authorised by Plan India and/or for Plan India business purposes.⁴
 - o Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard Plan India policies and procedures and/or has the explicit consent of Plan India.⁵ Media include paper, photographs, and social media.
 - o Never make any contact with a child, young person, or family members associated with Plan India work that is not supervised by a (or another) member of Plan India Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.
 - o Always ensure that when on an official or work visit with Plan India and I wish to take pictures of children and young people associated with the organisation, for personal use, I will:
 - Always consult first with the local Plan India office so as to make sure that it is ok to take pictures in the local context and that the intended use of the pictures does not conflict with Plan India policies.
 - Ask permission of the child or young person (or in the case of young children, their parent or guardian) informing them of the specific purpose(s) and intended use (including how and where) and respect their decision to say no making it clear that there will be absolutely no negative repercussions from denying such consent.
 - Ensure the images are respectful and do not impact negatively on their dignity and privacy.
 - Ensure that the use of the images does not put the child or young person at risk of being identified or located.
 - Never upload the images of children and young people associated with Plan India to non-Plan India social media pages without the full and explicit consent of Plan India.⁶
- h. Report and respond to any concerns, suspicions, incidents or allegations of actual or potential abuse to a child or young person in accordance with applicable procedures of the engaging office.
- i. Cooperate fully and confidentially in any Plan India investigation of concerns or allegations of abuse to children and young people.
- j. Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during association with Plan India that relate to exploitation and abuse of a child or young person.
- k. Ensure to demonstrate high standards towards safeguarding children and young people in my personal life also and will adhere to the code of conduct.
- l. If I happen to be from the same community, where I work, I would ensure that my contact with the children and young people, who have come in contact with me through Plan India programs, will remain strictly official and for the program purposes only.
- m. I will discourage, child labour, child marriage and other form of social violence within the families and will not become part of any such practices or events.

I will not:

- a. Abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm, including through harmful traditional practices such as, for example, forced or child marriage.
- b. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the consent. Mistaken belief in the age of a child is not a defense.⁷

³ Where the child is a sponsored child requests for continued communication upon 'graduation' of the sponsorship (when the sponsored child reaches 18 years) must comply with Plan India Sponsorship guidelines on the same.

⁴ Plan India will seek informed consent as appropriate from the child or young person.

⁵ Plan India will seek informed consent as appropriate from the child or young person.

⁶ Plan India will seek informed consent as appropriate from the child or young person and parents or guardians where applicable.

⁷ ST/SGB/2003/13: UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse, 2003 (endorsed by Plan International).

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- c. Engage in sexual relationships with Plan India youth direct beneficiaries aged 18 to 24 years as these undermine the credibility and integrity of Plan India's work and are based on inherently unequal power dynamics⁸.
- d. Use physical punishment/discipline or use of physical force of any kind towards children and young people.
- e. Engage young people in any form of sexual activity which involves the exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries⁹.
- f. Use language or behave towards a child or young person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
- g. Fondle, hold, kiss, hug or touch children or young people in an inappropriate or culturally insensitive way.
- h. Have a child/children/young person with whom I am in contact in a work related context, stay overnight at my home or any other personal residential location or accommodation.
- i. Sleep in the same room or bed as a child or young person with whom I am in contact in a work related context. Where it is necessary to sleep close to unaccompanied children and young people, I will make sure that another adult is present and it is in line with authorised procedures.
- j. Do things of a personal nature for children or young person, with whom I am in contact in a work related context, (e.g. taking a child/young person to the toilet/bathroom; helping them get undressed etc.) that they can do for themselves.
- k. Spend time alone away from others with children and young people with whom I am in contact in a work related context; I will always make sure that another adult is with me and/or I am with the child/young person in an open public place, where others are around and in plain view of others.
- l. Hit or otherwise physically assault or physically abuse children or young people.
- m. Act in ways that shame, humiliate, belittle or degrade children and young people, or otherwise perpetrate any form of emotional abuse.
- n. Discriminate against, show differential or preferential to, or favour particular children and young people to the detriment of them or others.
- o. Develop relationships with, engage in any practice with or develop behavior towards children and young people which could in any way be deemed or interpreted as exploitive or abusive.
- p. Condone or participate in behaviour of children or young people which is illegal, unsafe, or abusive.
- q. Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or young people.
- r. Use computers, mobile phones, or video/digital cameras or other electronic devices, to access, view, create, download, or distribute pornography, especially abusive images of children or young people.

The above is not an exhaustive list. Staff, Associates, and Visitors should consider all related actions and behavior which may compromise the rights and safeguarding of children and young people.

Personal Conduct outside Work or Engagement with Us

We do not dictate the belief and value systems by which Staff, Associates, and Visitors conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of the policy.

Our Staff, Managers, Associates, and Visitors are required to adhere to principles of this Policy on Safeguarding Children and Young People both at work and outside work.

ANNEX 2: GUIDELINES FOR IMPLEMENTING SAFEGUARDING IN PRACTICE

These guidelines outline the requirements for safeguarding children and young people that are applicable to organisations that work with Plan India in carrying out our programmes involving children and young people.

They are particularly applicable to organisations assessed as having contact with children and young people, working with children and young people, and/or whose projects, programmes, processes, activities, advocacy and influence work impact on children and young people. Organisations funded by a Plan India Entity are expected to build on these guidelines as appropriate based on the nature of their activities and risks to children and young people.

The guidelines illustrate our commitment to support and respect children's and young people's rights to be protected from harm, and to provide a safe and protective environment for children and young people who are involved with any programmes funded by Plan India.

The guidelines should be applied in relation to children and/or young people as appropriate, depending on the group the organisation works with.

1. **Prevention:** Plan India and associated organisation must take appropriate measures to manage child and/or youth safeguarding risk factors and prevent abuse and exploitation before it occurs. Prevention measures should include organisational safeguarding policies, codes of conduct and associated procedures; the management of safeguarding risks in relation to its operations, activities and interventions; and the production and promotion of 'child and young person friendly' safeguarding information and resources.
2. **Code of Conduct:** Plan India and associated organisation is required to ensure that their personnel avoid any behaviour or conduct that compromises the safety and protection of children and/or young people within its activities, operations and programmes. In addition, programmes and activities working directly with children and/or young people or involving direct contact between the same should develop guidance on expected and acceptable behaviour for children and/or young people towards each other. This should be incorporated into policy and practice documents.
3. **Gender Equality and Non-Discrimination:** Plan India and associated organisation should ensure that all Safeguarding Children and/or Young People policies and procedures take into account gender equality and non-discrimination requirements. Recognising that girls, boys, young women, young men, and children and young people of different gender identities may face different risks relating to their safety and protection and that all children and/or young people have an equal right to protection, irrespective of: age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, or class.
4. **Screening Procedures:** There should be detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children and/or young people (directly or indirectly). Screening procedures should be available in each partner organization and updated on a regular basis, wherever possible. Screening

⁸ We recognise that our incentive Workers and Community Volunteers live in communities where we operate and so on rare occasions, relationships may develop that may be seen as acceptable in the community but would breach this element of the code. However, we expect Incentive Workers and Community Volunteers working in Programme areas to make known to the relevant manager any potentially compromising relationship they are in or considering, that involve a beneficiary who is aged 18 years and above.

⁹ ST/SGB/2003/13: UN Secretary-General's Bulletin on Special measures for protection against sexual exploitation and sexual abuse, 2003 (endorsed by Plan International).

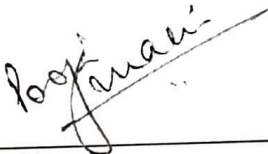
procedures may include: certificate of good conduct, police reference checks or equivalent, verification that applicants are not listed in national registries of child offenders; a detailed application and interview process; references who support the applicant's suitability to work with children and/or young people.

5. **Awareness:** Plan India and associated organizations should ensure that all personnel, sub-contractors or consultants or affiliates involved with children and young people's programmes are aware of safeguarding risks, policies and procedures; and their safeguarding responsibilities. In addition children and/or young people engaged and their parents, guardians or carers should be informed of the same so that they know what behaviours to expect and how to report any concerns.
6. **Capacity Building:** Plan India and associated organisation should develop the capacity of all who work with and for children and/or young people to appropriately prevent, detect, report and respond to safeguarding concerns and particularly as they pertain to differing gender and other identities. Efforts should be made to ensure organisational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all employees and volunteers and other associates.
7. **Participation of children and/or young people:** Children and/or young people should be actively, meaningfully and ethically involved in the development of safeguarding measures in accordance with their evolving capacities. Children and/or young people must not be treated simply as objects of concern but rather listened to and taken seriously and treated as individual people with their own views.
8. **Reporting Mechanisms for children and/or young people and Staff:** Mechanisms should be established that enable the safe reporting of safeguarding concerns. Such mechanisms should ensure appropriate escalation of concerns within the organisation, referral to the appropriate authorities and confidentiality. In addition, child and youth reporting mechanisms should be accessible, friendly and sensitive to their differing needs.
9. **Response and Follow Up:** Plan India and associated organisations policies and procedures should include appropriate measures to support and protect children and/or young people when concerns arise. All measures taken to respond to a safeguarding concern should take into account the best interest of the child or young person and be sensitive to their differing gender and other identities ensuring they are kept safe and protected. Response measures should be appropriately risk assessed and endeavour to ensure no further harm comes to the child and/or young person as a result of any actions taken by the Organisation.

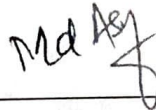
Concerns should be written up and information kept in accordance with the privacy and confidentiality policies of the Organisation and/or local legislation. In addition, organisational processes should ensure response evaluation and follow up for organisational learning.

Partner organisations should also advise Plan India of any complaints of abuse to children and/or young people in line with the working agreement.

10. **Implementation, Monitoring and Review:** The implementation and monitoring the Safeguarding Children and/Young People Policy should be reviewed at regular intervals as determined necessary, preferably at least every three (3) years, where possible.
11. **Sanction and Discipline of Organisation personnel:** The Organisational policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures children and young people are protected from further potential harm. This may include the immediate suspension of personnel until such time as the allegations are followed up and either substantiated or refuted and/or where personnel is convicted of abusing a child or young person, the said personnel is immediately terminated with cause from his or her position.
12. **Informed Consent:** The Organisation should provide children and/or young people (and their parent(s)/legal guardian(s) where applicable), with all necessary details (including on any associated risk), to make an informed decision regarding their participation in programmes and activities, including any voice recordings, video or photographs of children and/or young people (including how and where these will be used). Participation and/or usage of information and/or images should only take place after consent is obtained.
13. **Protection of Personal Information:** Personal information regarding any Child or children and/or young people, whether or not such information is obtained as part of the programmes involving children and/or young people, should be treated confidentially. There should be clear procedures showing the responsibilities within the organisation for accessing and using such data with appropriate authorisations. In addition such data should not be disclosed to any third party, except in accordance with the policies of the organisation or as required by applicable local laws. Personal information includes, but is not limited to, any information that can be linked to or used to identify a Child and/or Young Person.
14. **Working with partners:** Plan India should ensure adequate safeguarding assessments are made as part of its due diligence processes when it comes to partnership working. Third party entities that are contracted or supported to work with children must be subject to the same safeguarding principles and approach outlined in the organisations policy and procedures. Vendors, suppliers and other contractors that may be in direct or indirect contact with children must also be subject to appropriate safeguarding measures.



Pooja Mathur
Director –HR,OD & Administration



Mohammed Asif
Executive Director



PLAN INDIA

ANNEX 3: ACKNOWLEDGEMENT RECEIPT

**SAFEGUARDING CHILDREN AND
YOUNG PEOPLE**

Plan India's Safeguarding Children & Young People Policy

This is to acknowledge that I have received and read the
Plan India's Safeguarding Children and Young People Policy.

Name:

Signature:

**Position Applied/
Purpose:**

Date:

