



Self Help Africa

Human Rights and Anti-Trafficking Policy

This Policy applies to the Self Help Africa Board, all Self Help Africa (and subsidiary company) employees, including affiliate organisations, and to all paid and unpaid consultants, contractors, interns, secondees and volunteers that provide supplies, services or support, to Self Help Africa or promote its work at any location in or out of Ireland.

“Self Help Africa Board” is employed as a collective term and refers to the Self Help Africa Ireland Board as well as the boards of Self Help Africa UK, Gorta UK, Partner Africa, Traidlinks, TruTrade and the boards of any entities that may form part of the group in the future.

This Policy also applies to Self Help Africa’s partners, vendors and other third parties, where it is included or referenced in relevant bid or tender documents, agreements, memorandums, purchase orders or contracts.

Version Control

<i>Version No.</i>	<i>Date</i>	<i>By (Name, Position)</i>	<i>Details of changes</i>	<i>Reviewed and approved by (Name, Position)</i>
1		David Dalton, Executive Director	N/A	SHA Board 23/11/2018

David Dalton
Executive Director

Peter McDevitt
Chief Finance and Operations Officer

INTRODUCTION

Self Help Africa recognises the principle that we will respect others and succeed together. Respecting the human rights of our employees, along with those in our supply chains, and the communities in which we operate is the cornerstone of our Human Rights and Anti-Trafficking Policy. Self Help Africa's Human Rights and Anti Trafficking Policy aligns with our Values and Mission, Code of Conduct Policy, Social Inclusion Policy, Child Protection Policy, Human Resource Policy and business practices covering diversity, environment, health and safety, and employee relations.

The Human Rights Policy also reflects the principles contained in the International Bill of Human Rights, International Labour Organisation Declaration on Fundamental Principles and Rights at Work, United Nations Global Compact, and the UN Guiding Principles on Business and Human Rights.

POLICY STATEMENT

We believe that all human beings should be treated with dignity, fairness, and respect, and we are committed to upholding fundamental human rights. Self Help Africa will only engage with vendors, suppliers, consultants, subcontractors, and clients who demonstrate a serious commitment to the health and safety of their workers and operate in compliance with human rights laws. Self Help Africa does not use or condone the use of slave labour, nor will we tolerate the procurement of commercial sex acts or any other form of human trafficking, nor the degrading treatment of individuals, including their employment in unsafe working conditions. Any Self Help Africa employee, vendor, supplier, contractors, paid or unpaid consultant, interns, secondees, volunteers that provide supplies, services or support that engages in any form of human trafficking is subject to termination.

RESPECT FOR HUMAN RIGHTS

Self Help Africa recognises the importance of maintaining and promoting the fundamental human rights of employees by operating under programmes and policies that:

- ❖ Promote a workplace free of discrimination and harassment
- ❖ Prohibit child labour, forced labour, and human trafficking
- ❖ Provide fair and equitable wages, benefits, and other conditions of employment in accordance with local laws
- ❖ Provide humane and safe working conditions
- ❖ Recognise employees' rights to freedom of association and collective bargaining

Failure to adhere to the following Self Help Africa's standards of conduct intended to respect the human rights of our employees may result in disciplinary action, up to and including termination of employment.

FORCED LABOUR AND HUMAN TRAFFICKING

Self Help Africa does not support trafficking in persons including trafficking-related activities for any purpose, including the use of forced labour. Suppliers and their employees, and agents shall not: —

- Engage in any form of trafficking in persons during the period of performance of the contract;
- Procure commercial sex acts during the period of performance of the contract;
- Use forced labour in the performance of the contract;
- Destroy, conceal, confiscate, or otherwise deny access by an employee to the

- employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
- Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work

Should an employee or Supplier become aware of, or suspect, human trafficking activities during the execution of the contract the employee or Contractor must immediately inform Self Help Africa to enable appropriate action to be taken.

In respect to any contract funded by the UK Government the Supplier is expected to be familiar with the terms of the UK Modern-Slavery Act 2015, and to abide by the conditions of that Act.

Failure to adhere to the following Self Help Africa standards of conduct intended to respect the human rights of our employees may result in disciplinary action, up to and including termination of employment. Self Help Africa will cooperate with investigators and law enforcement in ensuring those responsible are held accountable.

Processes and Procedures Required to Ensure Compliance

- ❖ All Team Members will sign and be trained on the contents of this policy via Self Help Africa's Code of Conduct training.
- ❖ All Self Help Africa offices will display the Self Help Africa Anti-Trafficking Policy posters, translated into the primary language of the office, in conspicuous locations where all staff will see them.
- ❖ All Self Help Africa agreements with Partners will include a clause in the Terms And Conditions that requires the Partner to adhere to the substance of this policy and to communicate this policy to their staff.
- ❖ All suppliers will be required to sign Terms and Conditions that include an Anti-Trafficking Clause.
- ❖ All Tender Documents will include a Supplier Code of Conduct.
- ❖ Country Directors or other responsible Senior Management are required to report all suspected violations of this policy internally to the Executive Director, Chief Financial and Operations Officer or to confidential.reporting@selfhelpafrica.org, which will follow up and respond in accordance with Self Help Africa's Complaint Response Mechanism and Whistleblower Policy. Anyone at any time can report suspected violations of this policy externally: selfhelpafrica@expolink.co.uk.

HARASSMENT AND DISCRIMINATION

Self Help Africa prohibits any type of discrimination or harassment based on age, race, sex, colour, national origin, religion, gender identity, disability, sexual orientation, pregnancy status, or any other status protected by applicable law. Furthermore, the basis of recruitment, hiring, placement, training, compensation and advancement at Self Help Africa is qualifications, skills, experience, and performance. We value the diversity and unique contributions of our employees and have a long-standing commitment to equal opportunity and intolerance of discrimination and harassment.

CHILD LABOUR

Self Help Africa recognises the rights of all children with whose families we work, to be protected from harm in accordance with the United Nations Convention on the Rights of the Child. Self Help Africa takes seriously its duty of care, and undertakes that our organisation is safe for children, where all efforts are made to prevent abuse. Self Help Africa does not employ persons under 18 years of age. Self Help Africa sees the best interests of the child as paramount.

We do this by:

- Preventing abuse where possible by setting in place and implementing procedures to protect children through best recruitment practices, staff induction and training, creating an open and aware culture, assigning clear management responsibilities and involving children appropriately in their own protection.
- In the event of disclosure or discovery of abuse following clear guidelines and procedures for reporting and reacting, dealing promptly and properly with incidents, supporting victims and holding perpetrators to account.
- By appointing a Child Protection Focal Person at Head Office to oversee training and deal with child protection concerns.

SAFE AND HEALTHY WORKING CONDITIONS

Self Help Africa provides and maintains a safe and healthy workplace and complies with applicable safety and health laws, regulations, and internal requirements. We are dedicated to ensuring a safe workplace by minimising the risk of accidents, injury and exposure to health risks. We are committed to engaging with our employees to continually improve health and safety in our workplaces, including the identification of hazards and remediation of health and safety issues.

WORKPLACE SECURITY

The security of Self Help Africa employees is of the highest priority for the organisation, ranking ahead of the protection of assets, including premises, vehicles, office equipment or programme materials. The security of aid agency staff is a major concern across the NGO community, the UN and donors. Self Help Africa provides and maintains a workplace that is free from violence, harassment, intimidation, and other unsafe or disruptive conditions due to internal and external threats.

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Self Help Africa respects our employees' right to join, form or not to join a labour union without fear of reprisal, intimidation, or harassment. Where employees are represented by a legally recognised union, we are committed to establishing a constructive dialogue with their freely chosen representatives. Self Help Africa is committed to bargaining in good faith with such representatives. Self Help Africa is committed to bargaining in good faith with such representatives.

WORKING HOURS, WAGES AND BENEFITS

Self Help Africa compensates employees appropriately relative to the industry and complies with all applicable local laws governing the payment of wages and benefits to employees.

Reporting Concerns

If you are concerned about Human Rights or Human Trafficking violations, please use the options below:

Internally to Self Help Africa: confidential.reporting@selfhelpafrica.org

Externally: the contact information below to make a report in strictest confidence to Expolink.

- Phone UK: 0800 374 199
- Phone International: +44 1249 661808 (reverse charges available via international operator)
- E-mail: selfhelpafrica@expolink.co.uk
- Web: <https://wrs.expolink.co.uk/selfhelpafrica>

Expolink is a completely independent company. Your conversation will not be recorded. You can choose to remain completely anonymous, with only details concerning your report being passed back to your employer.