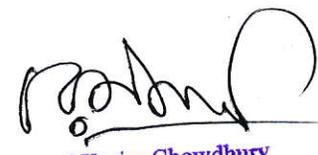


Date: 12 March, 2017

COAST Policy for Protection of Children and Vulnerable Adults

1. **Introduction:** As a right based organization COAST believes that each and every child as well as vulnerable and disadvantaged people have right to live. It is, therefore, the responsibility of COAST to take necessary initiatives within the organization and communities. Every place under the organization will be safe and secured for children as well as all vulnerable and disadvantaged people. Every personnel of COAST are supposed to be the pathfinder to build a safe and secured society for them. COAST does believe that every staff's moral and professional responsibilities are to protect them with ensuring dignity for the vulnerable groups in every tire of the society.
2. **Objectives**
 - 2.1. To protect the children and vulnerable from any physical, mental and other types of harassments at all level.
 - 2.2. To create awareness and inspiration among the staff of the organization on the safety, security and dignity of children and vulnerable groups of the society.
 - 2.3. To create awareness and inspiration among all the participants of different programs about this.
3. **Definition**
 - 3.1 **Child:** Any person below the age of 18, regardless of national laws or cultural practices which may stipulate a younger age.
 - 3.2 **Vulnerable Adult/Adult at risk :** Any person aged 18 or over, and if:
 - A) The adult has particular care, support or special needs and as a result abuse occurs when a vulnerable adult/adult at risk is mistreated, neglected or harmed by another person who holds a position of trust e.g. they may be in custody or secure accommodation, or she is an expectant or nursing mother; and/or
 - B) The adult is dependent / reliant on others for the provision of basic services (not limited to e.g. safety, shelter, water, food), because of their context, such as:
in a refugee camp or a recipient of as part of an NGO relief distribution, and are potentially vulnerable to exploitation or abuse as a result of their status or their lack of power and control; and/or the adult is in an unfamiliar country and location
 - C)The adult is in a relationship (work or social) or in contact with another adult who seeks to misuse their position of authority or trust to control, coerce, manipulate or dominate them.
 - 3.3 **Abuse:** All types of physical, mental abuse and deprivation on children and vulnerable adults will be covered by this policy.
 - 3.4. **Physical assault:** All types of intentional physical attack or threat to it to the vulnerable, disadvantaged and deprived adult are physical assault. Any action that injures including slap, kick, bite or any other will be treated as physical assault. On the other hand, any environment created where children could be injured will be covered by it.
 - 3.5 **Mental torture:** Any behavior that humiliate and undignifies the children and vulnerable adults and obstructs the natural growth of children will be considered as mental torture. Any unnecessary reproach and threats will also be treated as that.
 - 3.6. **Sexual harassment:** Making or trying to make any unwanted sexual relation, sexual harassment or abuse with any member of vulnerable groups and in case of children, making and trying to make any sexual relation, harassment or abuse with or without consent of them will be treated as sexual harassment.


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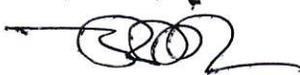

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Chairperson Board of Trustee
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3.7. **Ignorance:** Showing ignorance in taking expected care of children is also one kind of harassment.

- 4 Jurisdiction of the policy: The policy is applicable to all the permanent, temporary, contractual, volunteer and honorary staff.
- 5 Responsibilities as the COAST staff:
 - 5.1 To show equal dignity and attitude to all.
 - 5.2 To create positive atmosphere for children and vulnerable adults.
 - 5.3 To create the working areas of the organization safe and secured place for all the children of staff and member participants and vulnerable adults.
 - 5.4 To avoid all types of behaviors mentioned in the definitions of physical, mental and sexual assault.
 - 5.5 To immediately inform the responsible authority if any of the mentioned incident occurs or suspected to be occurred. Keeping silence after knowing or seeing this kind of incidents or hiding this kind of information will be treated as violation of this policy.
 - 5.6 Administrative actions will be taken if anyone violates the policy.
- 6 **Procedure of expressing complaints**
 - 6.1 Anyone can inform the respective authority of COAST if comes across this incident is occurred by any staff in any office or seeing any possibilities to be occurred.
 - 6.2 Complaints can be received through phone, email or other communication medium.
 - 6.3 Complaints response mechanism and Right to information policy of the organization will be applicable to the situations.
- 7 Protection for the informer/complaints sender: COAST will take all necessary measures for the informer/complaints sender.
- 8 The policy will be included to the organization's human resource policy.
- 9 The policy was approved the 93rd BoT meeting held on 22 April, 2017.

Thanks and Sincerely,

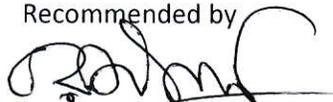
Prepared by



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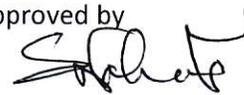
Recommended by



Rezaul Karim Chowdhury
Executive Director

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Executive Director
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Approved by



Begum Shamsun Nahar
Chairperson

Begum Shamsun Nahar
Chairperson-Board of Trustees
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