

MOVEMENT ON THE GROUND

Safeguarding and Integrity Policy 2024

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1. Introduction

At the core of all MOTG's missions stands our Camp to CampUs approach. Following this approach, we build a community, together with (camp) residents, not for them, but with them. It is all about enhancing residents to live up to their full potential and provide a home for themselves. That is where dignity and self-worth come from. We envision a global Movement where people, organizations and governing bodies join forces to turn this approach into the global standard.

Through this approach we work a lot together with the vulnerable refugee communities. Their safety is our main priority. We make sure we do whatever we can to create an environment in which people feel safe and respected.

This Safeguarding policy outlines the steps that Movement On The Ground takes towards ensuring the safety and wellbeing of the children, young people and vulnerable adults it comes into contact with. Understood in the wide sense, this includes our own staff, coordinators, volunteers and any actor we might collaborate with, as well as all the camp residents we aim to support. It is implemented through the collective and individual action of our team, promoted through our coordinators and monitored by the Island Representative, Impact Coordinator and HR Manager. The purpose of this policy is to:

- Ensure that all members working for or on behalf of our organization do not harm children, young people, vulnerable adults and team members.
- Ensure that safety risks and cases of misconduct are identified, reported and addressed in an appropriate and timely manner.

Our policy is revised every year based on changing circumstances, evaluations and experience.

1.1 This safeguarding document applies to:

Creating a safe environment is a responsibility for all people involved in our activities: Employees, Volunteers, interns and residents.

The team

MOTG is currently active in: Lesvos, Athens, Lebanon, Turkey/Syria, Morocco and different locations within the Netherlands. A big variety of people are contributing to our mission on a daily basis:

- Employee's (Coordinators on the ground, Social Workers UAM Shelters, Support office Amsterdam & Board members)
- Volunteers (community and visiting)
- Interns
- Freelancers

MOTG distinguishes itself from other NGO's due to our Camp to CampUs philosophy. Within MOTG we are working side by side with the residents (community volunteers). Everything we do, we do it for them and together with them. And of course, all residents in camp are somehow related to our programs. We believe the main responsibility regarding safety lies on MOTG team members. However, during the activities, community volunteers also contribute to improving and maintaining safety. And they must be able to address any issues regarding safety if necessary.

Safeguarding Statement

MOTG fully recognizes its responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults. We believe that individuals falling into these categories have a fundamental right to be protected from harm. We see it as our corresponding duty to implement and maintain appropriate safeguards. We want to ensure their safety and wellbeing when coming in contact with our organization. Furthermore, we want every team member within our organization to feel safe and supported.

In appendix 1 we state our definitions and principles in regard to safeguarding. We also stated different types of harm.

2. Procedures

Several procedures are in place at every step of the volunteering period to make sure safety is guaranteed in the best way possible:

2.1 Recruitment

To ensure a safe recruitment, we are following a defined set of procedures:

1. Selection process through strict requirements for the applicants (e.g. Time of commitment, age..).
2. Extensive interviews with both the Support Office and Ground team.
3. Criminal clearance check
4. General background check (e.g. through social media, reference check, etc.).

Before the start date we ask for a criminal records check. Having a clearance on factors regarding working with vulnerable people and children is mandatory before beginning the work. We ask all team-members to provide a clean criminal record. Only community volunteers can start at MOTG without the check.

2.2 Onboarding

To ensure that all team members starting their roles at MOTG are sufficiently trained and informed about the existing policies and feedback mechanisms, the following documents must be read and signed before starting work. These documents include:

2.3 Code of Conduct

In our Code of Conduct we explain the do's and don'ts regarding the work we do. It focuses mainly on protecting the community we work with and for, and to avoid exposing them to any additional harm (physical or psychological) as result of our actions. We aim to be guided by integrity, neutrality, impartiality, doing no harm, respect, honesty, and safety to ensure that our purpose is fulfilled. Important content of the Code of Conduct regarding safety includes:

- General behavior & attitude (i.e. understanding of a professional approach to the dependency and power balance)
- Rules and regulations (i.e. dress codes, taking pictures and discrimination)

Following the Code of Conduct is a requirement, and the document must be signed for approval before beginning work. You can find the Code of Conduct included in this document (see appendix 2).

For Community Volunteers we have a different Code of Conduct

All community volunteers must sign a Code of Conduct before they can participate in programs. The guidelines include rules regarding equality, non-violence, respect and sexual harassment. The Code of Conduct not only helps volunteers understand how to behave, but also provides a way to contact coordinators or confidential advisors if there's an incident.

Following the Code of Conduct is a requirement, and the document must be signed for approval before beginning work. You can find the Code of Conduct included in this document (see appendix 4).

2.4 Confidentiality agreement

While the confidentiality agreement primarily centers around maintaining the confidentiality of information related to the organization itself, we believe it also provides guidance in safeguarding information about residents. The agreement underlines the importance of *not* sharing any information about residents with others, unless it is absolutely necessary. If that is the case, you will always do this in consultation with a colleague. This could never be an individual decision. Also, volunteers can never decide this without the consent of a coordinator. Its goal is to safeguard the privacy of all residents and to not expose them in any way.

Following the Confidentiality Agreement is a requirement, and the document must be signed for approval before beginning work. You can find the Confidentiality Agreement included in this document (see appendix 3).

Besides these documents we take the following procedures into account.

2.5 Child safeguarding policy

MOTG has unaccompanied minor shelters in Greece and the Netherlands. Besides that we are also providing several sports programs to minors living in the camps. Children are the most vulnerable group. Therefore, MOTG has created an additional safeguarding policy for the team members that work in the shelters in the NL. But we also created additional guidelines that need to be followed to guarantee the safety of the children in the best way possible. The Child Safeguarding Policy is an additional document, but the guidelines can be found in Appendix 5.

2.6 Extensive induction

All new team members and volunteers receive an extensive induction in the first week. This includes not only familiarizing them with their tasks but also ensuring their complete comprehension of the safeguarding policy. Our aim is to ensure that everyone involved

understands the appropriate conduct required to uphold safety for both themselves and others in the most effective way.

All coordinators check in on a regular basis, to talk about the work and to make sure that the policy is being used as described and discussed. All volunteers will receive a safeguarding quiz on their email before arrival in which the rules are explained as well.

2.7 Day-to day and after volunteering

The volunteers are invited to approach the volunteer's focal point on the ground to give feedback and/or report any issues. Employees are invited to approach their manager or HR at any time if they want to give feedback and/or report any issue. There are also other reporting procedures existing, whether an issue is being reported during the volunteering period or after it concludes.

2.8 Use of Funds

All employees will use our funds in a responsible manner, proper management is critical to ensure that our mission is carried out effectively and that our donors trust is upheld. All donations are therefore clearly designated for specific projects or purposes. For grants received from institutional donors, we ensure full compliance with the terms and conditions of each grant agreement. Misuse of funds is considered a serious violation that undermines the integrity of our organization. Several procedures and control systems have been implemented to ensure that all financial transactions are accounted for, to ensure that funds are used solely for their intended purpose. These measures include:

- Clear budgeting and planning: each project or initiative receives a well defined budget, and all spending is reviewed against this budget to ensure that resources are being used efficiently. Project leaders and the Financial Team are responsible for maintaining oversight over the allocation of funds;
- Donor Reporting: We regularly report back to donors on the impact of their contributions, detailing how funds have been used and the outcomes achieved. This transparency builds trust and ensures that donors are confident their contributions are being used effectively;
- Regular Audits: Every year we conduct an independent audit of our financial statements. External auditors are engaged to ensure that all financial activities comply with legal requirements. These audits are made available to stakeholders, including donors and partners, to maintain full transparency.

- Internal Financial Controls: we implemented internal controls to monitor all financial transactions. This include approval processes for expenditures, regular reconciliation of accounts, and limits of the authority for large expenditures to ensure oversight.
- Segregation of Duties: The responsibilities for authorizing, processing, and reviewing financial transactions are divided among different individuals to reduce the risks of fraud. We always have a four eyes principle, and multiple people need to sign off a transaction. There is not a single person that has unchecked control over financial transactions.
- MOTG provides secure, confidential channels for staff and volunteers to report any suspicions of fraud, corruption or misuse of funds. You can always talk to one of our confidential advisors or sent an email to feedback@movementontheground.com. This is confidential. Another option would be to talk to HR.

3. Identifying & reporting

Safeguarding can be a tricky endeavor. While we may encounter vulnerable individuals showing clear signs of abuse: like anxiety or withdrawal, these signs can stem from various reasons, not all of which demand or warrant our intervention. At MOTG, our commitment extends to safeguarding everyone who interacts with our organization, including our staff. We have well-defined regulations stated in our policies, which we regularly review with the entire team. It's crucial that our staff follows these rules and promptly reports any misconduct. If you're uncertain about the conduct of a staff member or volunteer, please address this matter within your team, with your manager, or with HR.

3.1 Reporting

As mentioned above, there are two reporting procedures available:

- Direct feedback to the ground focal point (e.g. visiting volunteers coordinator, team manager, etc) via a formal or informal meeting. Depending on the seriousness of the issue, the person receiving the feedback will activate the relevant procedures (see section below).
- Feedback at feedback@movementontheground.com if the people involved feel more comfortable talking to an external team member. The feedback is received by the HR department in Amsterdam. Depending on the seriousness of the issue,

the person receiving the feedback will activate the relevant procedures (see section below).

Everything can be reported. Whether it is considered as a minor or major breach in the safeguarding policies. Whether the person reporting it is the victim itself or a witness. We encourage our staff and volunteers to report incidents as soon as they are identified, even if suspected ones. In case of doubts, it is preferred to report any issues so it can be further investigated and actions can be taken preventatively when necessary. Staff and volunteers reporting incidents will receive all the support needed so they can continue their daily work without any interference.

At all times, the action needs to be immediate. The fastest an issue is identified and reported, the fastest measures can be taken. In general, and when possible, the reports should be kept on a written support. Depending on the seriousness of the issue identified, the people involved might be invited to fill out an incident report.

In case of doubt, all volunteers or staff members are invited to reach out to a confidential advisor. They are not a reporting procedure but are present to advise on the report mechanisms.

3.2 Confidential advisors

MOTG has three trained confidential advisors who are available to all our staff and volunteers to talk about any issues that may affect them or the organization. These conversations are completely confidential and could be about anything. Their role is to give advice and help our staff and volunteers to find the adequate solutions when facing a problem of any kind. They are not directly part of the reporting process and will not take actions themselves. They are here to support our staff and volunteers in finding the right procedures, for example, putting in contact with further actors, explaining the reporting system, etc. and making sure all staff and volunteers are able to pursue their daily work without facing further issues. In case legal advice is needed, the confidential advisor will refer you to the appropriate person. In the unlikely case that what is discussed may be a crime against a person, if not reported, the confidential advisors have the responsibility to report this to the relevant authorities.

At MOTG, the individuals fulfilling the role of Confidential Advisors are as follows:

- Kane Daniell – Country representative Greece based in Athens
- Ali Shams Eddin - Camp to CampUs programme lead based in Amsterdam
- Jolien den Hartog - HR manager based in Amsterdam
- Mila de Wit - Coordinator based in the Netherlands
- Stephan Gathier - Coordinator based in the Netherlands
- Anouk Leroy - Coordinator based in Lesvos

you can contact the confidential advisors by sending an e-mail to:

- kane@movementontheground.com
- ali@movementontheground.com
- jolien@movementontheground.com
- mila@movementontheground.com
- stephan@movementontheground.com
- anouk@movementontheground.com

3.3 Incident reports

If an incident happened and you want to make an official report, you can fill in the Incident report that could be found in appendix 6. The report will only be available to the head of HR and/or your Manager. Incidents reported can encompass a range of types, whether they are considered minor or major breaches of our policies. It is important to report all incidents in order to enable further actions and follow-up procedures. If a person or group is the subject of this report, it will not be shared with them. If this document is shared with a person who is not the HR Manager or your manager, the author of this document will be informed.

If the incident report is about misconduct by MOTG Staff, the HR Manager and your manager will start an internal investigation and the staff member can be suspended.

If the incident is about the HR manager, please contact your manager.

3.4 Actions/procedures

When an issue has been reported, immediate actions need to be taken. When possible, the designated staff will organize a meeting - individually or collectively- to get a clear understanding of the issue. They will start an internal investigation and will talk to both parties. If the issue is about misconduct of a staff-member, this staff-member will be suspended during the investigation. If the designated-staff does not feel able to conduct the investigation they can choose to hire an external party to do this investigation for them.

If they can do the internal investigation, they will assess the seriousness of the issue, from minor to major. The investigation will determine a set of actions that need to be taken. Examples of possible measures could include:

- Increased supervision
- Mandatory training
- Warning
- Immediate dismissal
- Official reporting

During the process and after taking measures, an ongoing follow-up with all parties involved is essential, as well as full transparency with all team members (for example – organizing team meetings or 1:1) and detailed internal documentations to keep track of the issue/measures taken.

All staff members should keep in mind that when a person decides to make a disclosure concerning safeguarding, it is likely that they have to overcome many barriers before they choose to speak. They will have decided to disclose this information because they trust you and believe that you will act. They may simply wish to share the information so someone else is aware. Disclosures do not always happen to the designated staff (safeguarding lead). They could happen to any volunteer, intern or member of staff within

MOTG, so it is important that everyone in MOTG knows how to handle a disclosure. We have some ground 'rules' but feel free to ask HR for more information.

- **Listen carefully to the person who is making the disclosure.** Avoid expressing your own views on the situation or asking any leading questions. Reacting with shock or disbelief could cause the person to stop talking, freeze or retract their statement.
- **Reassure the person that they have done the right thing by speaking with you and that you will take them seriously.** It takes a lot of effort to disclose information of this nature. They have told you because they want help, to be listened to and they want the situation to be changed.
- **Stay calm and open-minded about the information being disclosed.** Try not to write notes as the disclosure is happening as this removes eye contact and approachable body language and may break up the flow of someone's speaking.
- **Never promise confidentiality.** Clearly explain what you will do next and say that if the information that has been disclosed puts the individual or anyone else at risk, that you will need to pass this into someone else who can support them and is responsible for these incidents. Never promise to keep it a secret.
- **Do not delay in reporting.** After speaking with the individual, contact the designated staff members.

Appendix 1: Definitions, Principles and Types of Harm

Definitions

Safeguarding

An organization's responsibility to ensure that no harm is caused to individuals as a result of its own actions or missions. This means both a proactive role in preventing individuals' exposure to harm as well as a reactive role in identifying cases where harm has already been inflicted. Safeguarding efforts are aimed at the organization's members as well as the external individuals it comes into contact with.

Individuals

A single person who can be part of a wider community or shared group identity. While vulnerabilities are often ascribed to groups or communities of individuals, Safeguarding is very much concerned with individual cases (not excluding multiple cases arising within the same group of persons).

Harm

Any form of physical and/or psychological ill-treatment including abuse, neglect, negligent and exploitation resulting in negative effects on a person's survival, health, development, sense of self or dignity. For further classifications of harm see Appendix 1.

Vulnerability

A state of reduced capacity to anticipate, respond to and recover from potential or actual harm.

Principles

Do No Harm / Minimize Harm

All actors are to prevent and mitigate any negative impact of their actions on the camp residents /minors that we are aiming to support. This includes awareness of social, cultural and professional contexts as well as of the inherent power imbalances between those supplying and those making use of aid.

As harm, however, is inherently subjective, these guidelines further include realizing some of the seemingly ambiguous dynamics of delivering aid to individuals in need of it. The following aspects are important to consider:

Power Imbalances

There is an inherent power imbalance between the person supplying a service of good and the person making use of this service or good because they need it. This means that there is an imbalance between you as an employee or volunteer and the minors/camp residents. Within our organization there is also a power imbalance between paid coordinators and volunteers. Be aware that this can affect the behavior of both parties

Dependencies

As MOTG we are generally trying to meet the basic needs of the communities that we are supporting. As such, there is a high likelihood that the community is dependent on the services that satisfy their needs. While this dependency is somewhat obvious when it comes to the distribution of goods, it is less tangible when referring to the community's social needs that might be met by simple social interaction at our Kalos Tea or the work schedules that coordinators make for our volunteers.

Sustainability

Following this, we aim to only create dependencies we are able to sustainably satisfy in the future. Specifically, this means prioritizing the creating of structural dependencies

(e.g. the sustainable organization of educational courses) over personal dependencies (e.g. the community relying on personal relations they've built with a specific volunteer)

Types of Harm

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or guardian fabricates the symptoms of, or deliberately induces illness in a vulnerable person

Emotional Abuse

The persistent emotional ill-treatment of an individual such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child and/or vulnerable adult though it may occur alone.

Sexual Abuse

Sexual Abuse involves forcing or enticing an individual to take part in sexual activities, whether or not they are aware of what is happening. The activity may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving individuals in looking at, or in

the production of sexual online images, watching sexual activities, or encouraging individuals to behave in sexually inappropriate ways.

Neglect

Neglect is the failure to meet a vulnerable individual's basic physical and/or psychological needs, which is likely to result in the serious impairment of the individual's health or development. Neglect may involve a carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect from physical and emotional harm or danger or ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment

Exploitation

The action or act of treating someone unfairly in order to benefit from them. This can include e.g.

- Professional exploitation (such as slavery or modern slavery equivalents)
- Sexual exploitation (often in connection to the abuse of power imbalances between two parties).

Appendix 2: Staff Code of Conduct

Purpose

To protect the community we work with, and to avoid exposing them to any additional harm (physical or psychological) as result of our actions, MOTG is guided by core principles of integrity, neutrality, impartiality, doing no harm, respect, honesty, and safety.

This Code of Conduct provides a framework and articulates the rules that will help you, as an employee of Movement on the Ground (MOTG), a volunteer with MOTG, or any other person working with MOTG, apply those values and maintain ethical behavior at all times. MOTG obliges all its employees to read, comply with, and sign this Code of Conduct prior to performing any task or interacting with anyone on behalf of its name.

Please recognise that although some principles might initially seem “detached” from sensitivity to the communities we work with, ultimately the rules are there to serve and protect them from our well-intended *might* unintentionally be harmful or unethical.

This Code of Conduct also helps protect you. The framework and rules give a clear guide on how to stay professional, compassionate, safe and ethical during your missions.

As a team-member of MOTG, you are representing the organization; therefore, you and your teammates must comply with, and enact fully our values, principles and codes. Our responsibility, reputation, and credibility are at the heart and soul of what we do at Movement on the Ground, therefore please read this guide carefully and keep a copy near for your future reference.

Environment and community

Although we are privileged and humbled to work with communities that showed remarkable resilience; and notwithstanding that we believe in equality between all peoples to be a fundamental human right; it is important to remain aware that the populations we work with are vulnerable. A sensitive balance of expectation and respect is, therefore, required on our part as we interact and conduct our work.

- Firstly, the camp population or the minors in the shelter have a different position to ours; their liberty or capacity is likely limited to, or dependent on, their asylum (or other legal) status. They need aid provision. And, most of them have experienced and/or are experiencing severe trauma.

- Secondly, within the camp population, many individuals/groups are considered to have additional vulnerabilities. Examples of extra-vulnerable communities are the elderly, unaccompanied or separated minors, pregnant women, people with health (physical or psychological) issues, survivors of sexual assault and/or domestic violence, and members of the LGBTQ community.
 - Please do not hesitate to consult with a coordinator if you need any further clarification.

General behavior & attitude

Your behavior and attitude should be respectful, dignified, neutral, impartial, kind, honest and safe as per the below framework and rules. This does not mean you have to act cold, distant, and unapproachable; it means you need to be balanced, considered, and maintain a healthy distance.

- For example, when you explain to someone you cannot engage in a certain personal conversation and/or relationship, make certain that your *attitude* and *voice* are compassionate. In this scenario, rejection is likely difficult, thus be clear and honest about your role's boundaries while remaining kind.

When witnessing a disturbing event or incident, you must remain calm and resilient. You are a representative and ambassador of MOTG. Simultaneously, you are the person who provides support and assistance, people will likely look for you to help them and potentially solve some problems. If you need, take time out but do not, under any circumstances, behave with indignity, disrespect, or carelessness with the community. It is important that you control your own feelings and emotions, decency is simple and it often makes everyone's life a little better!

- Coordinators are happy to guide you as you adapt your attitudes, expectations, and behavior with the context. Self-care is essential, when you feel unable to comply with the above, please reach out to your supervisor or a trusted colleague immediately.

Additionally, we prefer to use terms like residents, displaced people, youth and members of the community instead of refugees or beneficiaries. We hope that using a more humane terminology will help us remember, and for other partners that we work with to recognize, that the population we work with, and for, are people with high dignity. We make an effort to stay away from stigmatized and debatable terms.

Rules and Regulations

1. Avoid attachment and maintain professional boundaries: we need to be friendly but we cannot become friends with the residents or surrogate parents for the minors.
 - No personal socialising/conversations with the residents/minors.
 - No social engagement with residents outside of the camp or place of work.
 - No social engagement with minors outside working hours.

- No drinking alcohol with, or in the presence of, the residents/minors.
 - No prolonged physical interactions with residents, eg massage.
2. It is forbidden to be in the camp during your personal time.
 3. It is forbidden for any MOTG staff and visiting volunteers to be alone with a resident during activities inside the camp.
 4. It is forbidden for any MOTG visiting volunteers to meet with residents outside of camp, unless as part of the work and MOTG staff are informed.
 5. It is strictly prohibited to:
 - give legal advice, provide translation in official capacities for medical/asylum/legal/or any other reason,
 - to have religious or political conversations,
 - give specific health, medical or psychological advice, or to distribute pertaining to any of these things.
 5. Please follow *all* security briefings and instructions given by coordinators in the event of a crisis
 6. All forms of sexual harassment are strictly prohibited. MOTG has a zero-tolerance policy for the aforementioned.
 7. All forms of romantic or sexual relationship between a coordinator and a visiting volunteer are not allowed.
 8. Romantic or sexual relationships between visiting volunteers are permitted, but should be reported to the lead coordinator.
 9. Relationships between MOTG paid staff should be reported to HR.
 10. Discrimination based on race, age, religion, political affiliation, gender, nationality, sexual orientation, marital status and disability are prohibited by MOTG.
 11. Discriminatory, sexist slurs, or other offensive or hurtful comments or jokes are prohibited, written or verbal.
 12. Aggressive acts or expressions are prohibited.
 - MOTG employees and volunteers also should not tolerate aggressive, threatening, or discriminatory behavior from any resident.
 - In case of such an incident report immediately to the Field Operations Officer/your manager.

10. Personal stories, names, or identifiable pictures of any resident are prohibited to be posted to social media or any other public forum. Request an official permission in case of a particular project.
 - Respect for privacy is a must. This is critical, especially with residents who may, or do, not feel comfortable with their identity, location or other information exposed.
11. No special treatment, individual treats, or particular attention to a particular resident.
12. For projects, new ideas, initiatives and questions please always refer to colleagues, never speak to Greek Authority Officials or the Camp Management directly without an explicit permission.
13. During working hours with MOTG in the camps special marketing clothes or t-shirts are not allowed, unless otherwise specified and approved by MOTG.
14. Helping residents with camp difficulties: such as housing, and advocating on their behalf should be discussed and clear by the coordination team. In case of any questions, always bring issues to the attention of the MOTG team.

Definitions

Sexual harassment is defined as: any unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct.

Aggression is defined as: Incidents in which an employee, a volunteer, or a resident is harassed and/or violated psychologically or physically: such as making threats, bullying, attempting to attack, attacking under circumstances while on duty of work.

Dress code

1. Due to the cultural diversity of the communities we are with, we need to be considerate with our clothing when working on the ground. During your time with MOTG, especially while on camps or shelters, the following dress code is obligatory for both men and women:
 1. Shorts/skirts must be below the knee
 2. No low cut/revealing neckline on shirts
 3. Stomach must be covered
 4. Shoulders must be covered
 5. In the camps you wear visible volunteer clothing (vests/t-shirts/badges) when possible
 6. No open shoes or flip flops
 7. No political or offensive slogans on clothing
 8. No camouflage or army style clothing

2. On the Greek islands please only wear your lanyards (ID card) or vests when inside the camp, not into town.

Publication and Monitoring

Movement on the Ground is responsible for the publication of the Code of Conduct. MOTG is also responsible for ensuring compliance with the provisions of this Code of Conduct. The management and its directors (and other responsible executives) are responsible for any revision or edits.

Complaints and reports of violation of the Code of Conduct

In case of any violation of the Code of Conduct the Field Operations Officer or the Head of Mission in Amsterdam Office must be alerted immediately. Movement on the Ground is primarily responsible for internal handling of complaints and will respect confidentiality of the person issuing the claim to start an investigation. If and when Movement on the Ground deems necessary the volunteer, coordinator or employee who violated the Code of Conduct will be terminated. If the complaint is deemed mistaken or unjust by the accused, s/he may file a case to elaborate and explain the situation. Movement on the Ground reserves its rights to make the decision that it deems necessary.

Declaration

By signing this Code of Conduct you are agreeing to the rules stated below and the above-mentioned statements. Your signature gives MOTG the right to make any necessary decision about your employment, MoU, or volunteering agreement in the case you break those rules and betray the principles stated above.

Date

Full Name

Signature

Appendix 3: Confidentiality Agreement

It is understood and agreed to that the below identified disclosure of confidential information may not provide certain information that is, and must remain, confidential. To ensure the protection of such information/s, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that:

1. The Confidential Information to be disclosed can be described as and includes but is not limited to:

Invention description(s), technical and business information relating to proprietary ideas and inventions, patentable ideas, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, anything related to current and former members of staff and volunteers, the internal organization of *Movement on the Ground* and any financial, proprietary or personal information pertaining to *Movement on the Ground*, regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.

3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Date

Full Name

Signature

APPENDIX 4: Volunteer Code of Conduct

This Code of Conduct applies to all volunteers working for Movement on the Ground on the Greek Islands of Samos and Lesvos.

MOTG requires you to observe the following guidelines to ensure your own and others' safety while volunteering. Volunteers who fail to meet these standards may be asked to leave the team.

1. **Equal treatment.** As a volunteer, it is your obligation to treat all residents of the camp equally. You must never give preferential treatment or refuse services to some residents over others.
2. **Discrimination.** You must never discriminate against people based on their nationality, age, religion, political affiliation, gender, sexual orientation, disability or other relevant characteristic.
3. **Respect.** You must show respect to those around you at all times. This includes: speaking calmly and politely to others, never initiating a conflict, and removing yourself from situations of conflict.
4. **Violence.** Violence towards others is never tolerated, and you must never use physical force against a resident or volunteer. You must never carry knives or other weapons at any time.
5. **Property.** You must never knowingly take something that doesn't belong to you before asking first. This includes property of other residents or volunteers, and property of MOTG.
6. **Health and safety.** You must always take measures to protect the health of yourself and others around you. In the case of Covid-19, this includes following the necessary protocols, as advised by the coordinator. You must wear appropriate safety clothing when undertaking technical tasks.
7. **Drugs and alcohol.** You must never work under the influence of drugs or alcohol. Individuals who consume or handle illegal substances are never welcome to volunteer with MOTG.
8. **Relationships with visiting volunteers.** Though strong friendships are an essential part of volunteering, you must not have an intimate, sexual or romantic relationship with a visiting volunteer.
9. **Sexual harassment.** Sexual harassment of any other individual is strictly prohibited. This includes: sending inappropriate messages, taking unwanted pictures, and inappropriate touching.

10. **MOTG logo.** You are strongly encouraged to wear MOTG clothing while at work, if you have it. But you must not use items containing the MOTG logo inappropriately. For example – MOTG T-Shirts, ribbons or badges must not be used to enter or exit camp outside the normal procedures.
11. **Misuse of position.** You must never use your position as a volunteer for personal or financial gain. For example, you must never accept money or favours for your services on behalf of MOTG, abuse your position as a volunteer to receive sexual or romantic favours from another resident, or buy and sell goods while at work.
12. **Self-care.** You are asked to look after yourself, take time off when you need it, and let us know if you need additional breaks, to talk, or any other support which we may be able to offer for your physical and mental wellbeing.

In case you believe another volunteer is not following these guidelines, please contact a coordinator or the Movement on the Ground Person Of Trust for a confidential conversation.

Signed

MOTG Volunteer

Name:

Signature:

Date:

APPENDIX 5: Child Safeguarding Policy Principles

Child Safeguarding Policy principles

MOTG is committed to the protection of all children from 'all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual violence'. We have a duty of care and responsibility for the children/minors within our programmes. This policy aims to ensure that all staff engage in behavior which prevents abuse or actions that could be misinterpreted by children and their families.

The child safety policy applies to anyone who represents MOTG (Staff, volunteers, interns, board). It is additional to our guidelines that are embedded into our Code of Conduct.

Recognizing the situation that could potentially put children at risk

- Optimize the best suitable activities for children at that specific age
- Prevent any kind of dangerous or risky situation

Avoid any situation of verbal and/or physical harm or abuse

- Use appropriate language that the child can understand
- Avoid any kind of physical contact with a child, including carrying children or holding hands
- In case children are difficult to manage, always keep a professional attitude and ask for support.

Avoid any doubtful situations that could be wrongly interpreted

- Create a safe environment through open communication
- Explain always the intentions of the activity

Respect privacy of the children

- Photos are only taken after parents' approval or approval of the UAM.
- We do not publish any pictures of the minors, if we do publish pictures we make sure that their faces are blurred and that they are unrecognizable. If in an exceptional case that we do publish a recognizable picture this will always be after approval of a parent or guardian.
- We do not communicate about the location of our Unaccompanied Minor Shelters.
- Changing clothing needs to happen by children/minors themselves with supervision from hearing distance

- Information from personal conversations that children disclose in trust can only be shared in cases of serious risk, and requires communicating with the child that this information has been shared.

Immediate action is required in case of suspicion of any abusive situation.

Monitoring risks & how to proceed

Potential risks in our situation

- Self-inflicted harm by children
- Children harmed by the behavior, actions or activities performed by either a coordinator, mentor or a (Community) Volunteer
- Transporting children from one place to another and 'losing' one
- People present around the activities who could harm children with abuse e.g. physical, sexual, emotional, exploitation

Potential concerns you could see

- Children repeatedly presenting with physical 'damages'
- Children frequently acting abnormally, e.g. crying quickly, fighting regularly

Raising your concerns

If you are concerned about a child / minor please report this to your manager or contact the Amsterdam support office by sending an email to people@movementontheground.com

If a child/minor is at the moment in risk

1. Bring the child/minor in a safe place away from the risk (e.g. vehicle, sea, fire, etc)
2. Try to calm him/her down and if possible look for family members who can take over the situation.
3. Inform a coordinator/manager and speak to your colleagues if you can't find your contact person.
4. That Coordinator/manager then is responsible to follow up.

In case of any concerns in regards to fellow volunteers or coordinators, please inform The Field Operations Officer / your manager about this. If you do not feel comfortable talking to your contact point you can also fill in an incident report- from appendix 5.

APPENDIX 6: MOTG incident Report

MOTG Incident Report
<p>Name and telephone number of the person making the report:</p> <p>Position of the person making the report: Staff / Volunteer / 3rd Party</p> <p>Location of MOTG mission this report concerns:</p> <p>Date report was written:</p> <p>Date or time period of the incident:</p> <p>Category: Misconduct by MOTG staff / Misconduct by MOTG volunteer / Misconduct by 3rd party / Workplace accident / Medical emergency / Dangerous group incident (eg riot) / Fire or natural hazard / Other (please specify):</p>

Brief description of the incident, including key details:

I, the undersigned confirm that the details above are correct, to the best of my knowledge and recollection:

Name:

Signature:

Date:

This document will be made available only to the Head of HR and a Confidential Advisor. If a person or group of people is the subject of this report, it will not be shared with them. If this document is shared with a person who is not the Head of HR or a Confidential Advisor, the author of this document will be informed.

Please send the form to feedback [@movementonthe ground.com](mailto:feedback@movementonthe ground.com)