

# The / Nairobi Climate Network Safeguarding Policy

## 1. Introduction

The Climate Network and its subsidiaries, including the Nairobi Climate Network (NCN) recognizes the importance of safeguarding all individuals involved in the team, including contractors, employees and board members. Safeguarding encompasses protecting individuals from harm, abuse, discrimination, exploitation, and harassment. This Safeguarding Policy outlines TCN's commitment to creating a safe and inclusive workplace for all and provides guidance on preventing and addressing safeguarding concerns.

## 2. Scope

This policy applies to all individuals associated with the T/NCN team, including contractors, employees and our board members.

## 3. Principles

NCN is committed to upholding the following principles:

- **Respect:** Treat all individuals with dignity, respect, and empathy.
- **Safety:** Ensure the safety and well-being of all individuals involved in T/NCN's activities.
- **Integrity:** Uphold the highest standards of integrity, transparency, and accountability.
- **Equality:** Promote equality, diversity, and inclusion, and oppose discrimination in all forms.
- **Confidentiality:** Respect the confidentiality of safeguarding concerns, investigations, and outcomes.
- **Prevention:** Take proactive measures to prevent safeguarding incidents from occurring.

## 4. Responsibilities

- **Board of Directors:** Responsible for ensuring this policy provides a reasonable level of safeguarding, for providing necessary support and resources, and overseeing compliance with relevant laws and regulations
- **Executive Leadership:** Responsible for implementing this policy
- **Employees and Contractors:** Must familiarise themselves with this policy, report safeguarding concerns promptly, and cooperate with investigations.

## 5. Code of Conduct

All individuals associated with T/NCN as employees, contractors or board members must adhere to the following code of conduct:

- Treat others with respect, kindness, and professionalism.
- Refrain from any form of discrimination, harassment, or bullying.
- Avoid actions or behaviours that may cause harm or discomfort to others.
- Respect boundaries and personal space.
- Use language and communication that is inclusive and non-offensive.
- Refrain from engaging in any form of abuse, exploitation, or misconduct.
- Report any safeguarding concerns promptly and cooperate with investigations.

## 6. Reporting Procedures

Anyone who becomes aware of a safeguarding concern within T/NCN must report it immediately to their manager or through the [anonymous whistleblowing mechanism](#). Reports can be made verbally or in writing and will be treated with confidentiality and sensitivity.

### **7. Responding to Safeguarding Concerns**

NCN will respond promptly and appropriately to all safeguarding concerns reported. This may include conducting investigations, providing support to affected individuals, implementing corrective actions, and cooperating with relevant authorities.

### **8. Awareness**

NCN will ensure that all individuals associated with the organisation are made aware of safeguarding policies and best practice. This will include recognising signs of abuse, reporting procedures, and promoting a culture of safeguarding.

### **9. Review and Monitoring**

This Safeguarding Policy will be reviewed periodically to ensure its effectiveness and relevance. T/NCN will monitor compliance with this policy and take corrective actions as necessary.

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The Climate Network is committed to fostering a safe, respectful, and inclusive environment for all individuals involved in its activities. By adhering to this Safeguarding Policy and working together, we can prevent harm and uphold the rights and dignity of the T/NCN team.