

Safeguarding Policy

1.1 PUPOSE OF THE POLICY

This Safeguarding policy is intended to outline our organisation's approach, practice and commitment to ensuring a comprehensively safe environment for all people that the organisation engages with. We intend to share this policy whenever relevant with staff and associated working with and for Tana Copenhagen ApS in order for them to be familiar with Tana's commitment to safeguarding. This Policy is an overarching umbrella policy, which should be seen in connection to our other policies, guidelines and codes of conduct which guide our work, and which illustrate our ongoing commitment to be an ethical and responsible service provider. Subsequently the "do no harm" principle is recognised as an important element in the strengthening of our safeguarding system.

1.2 POLICY STATEMENT

Tana Copenhagen is committed to ensuring a safe and trusted environment which safeguards anyone who we have contact with, including beneficiaries, staff and partners. We are committed to fostering an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward, and to report incidents and concerns with the assurance that they will be handled sensitively and properly. This includes having the adequate safeguarding policies, procedures and measures to protect people and that these are shared and understood.

1.3 WHAT IS SAFEGUARDING?

Tana uses the DFID broad definition of Safeguarding¹: "*Safeguarding in its broad sense means protecting people and the environment from unintended harm*". We further consider Safeguarding as a threefold commitment that applies across programmes, partners and employees:

- 1) **Prevention** - Taking responsibility to identify and minimise the risk of harm to people – particularly vulnerable adults and children – and the environment, in whatever form it might occur to avoid it from happening in the first place. This is closely related to our **Gender and Social Inclusion Policy**.
- 2) **Protection** – Ensuring that we have the adequate, accountable and transparent systems in place to respond, report and learning when risks materialise.
- 3) **Response** – Safeguarding that any complain, violation or harm done will be dealt with appropriately and with care by having the right response system. The system should be able to respond to harm caused by sexual exploitation, abuse, harassment or bullying.

The aim of these three pillars is to minimise the likelihood and impact of these actions towards both the aid beneficiaries, and also people who are working in the aid sector. It entails a wide potential range of policies, procedures and activities seeking to address the safety and wellbeing of the people we work with (1.6 presents the associated Tana policies) and ensuring that no abuse of power or relationships will take place (in line with our **Sexual Harassment Policy**).

¹ Enhanced Due Diligence – Safeguarding for External Partners, June 2018 [Link](#).

1.4 PRINCIPLES OF SAFEGUARDING

The safeguarding **principles** that will underpin all our due diligence are as follows:

- Everyone has responsibility for safeguarding
- We commit to the principle of ‘Do no harm’
- We take our safeguarding duty of care seriously and are also committed to ensuring that our down-stream partner part of delivery have the necessary knowledge and systems in place to safeguard.
- We act with integrity and in accordance with the human rights-based approach principles of participation, accountability, non-discrimination and inclusion.
- All our activities consider the best interest of children² (someone under the age of 18) and other vulnerable persons. Furthermore, all children and adults shall be treated equally, irrespective of race, gender, religion/or none, sexual orientation or disability.
- In all our work we conduct solid risk assessment and risk management plans, particularly for assignments in sensitive contexts or where there is deemed high reputational, ethical or professional risks.
- We are committed to protecting personal and sensitive data in line with our internal data breach guidelines and the European General Data Protection Regulation 2016/679. We have the systems in place ensuring that we can handle confidential and sensitive data both virtually as well as physically. All Tana employees also have the necessary protection programs installed on the computers (including antivirus, anti-spyware and firewall software).

Tana staff are obliged to follow these principles. Our external consultants and partners should also conduct themselves in line with Tana’s Code of Conduct and policies (see section 1.6)

1.5 REPORTING A CONCERN OR A SUSPECTED BREACH

Tana is committed to spreading the awareness of our Safeguarding Policy and employing a system that permits safe and accessible reporting of safeguarding concerns from employees and the communities in which we work. We have regular staff trainings, were procedures for reporting a suspected breach (or any other related issues such as sexual harassment, ethical, corruption etc.) and associated consultants are clearly informed in their contracts of such reporting mechanism.

Our reporting mechanism is outlined in our **Whistleblower Policy** and **Sexual Harassment Policy**. Employees who have a complaint or concern relating to safeguarding should report it immediately to Tana’s Managing Director in person or via e-mail to eb@tanacph.com. Reports can also be done anonymously via mobile phone (+45 3536 1915) or mail (info@tanacph.com).

1.6 ASSOCIATED POLICIES

The Safeguarding Policy complements our other policies and codes of conduct which guide our work and set out the principles of our professional engagement with clients, partners and beneficiaries. We are committed to identifying safeguarding needs and setting policies for our employees and associates to follow. We also expect our partners and suppliers to apply similar measures within their organisations. This Safeguarding Policy is associated to the following mother Tana policies and codes of conduct, which all apply to all Tana staff and associated consultants:

² In line with the UN Convention on the Rights of the Child (UNCRC) – [link](#).

- [Tana Integrity Policy & Code of Conduct](#)
- [Tana Gender and Social Inclusion Policy](#)
- [Sexual Harassment Policy](#)
- [Tana Whistle-blowers Policy](#)
- [Tana Privacy Policy](#)
- [Research Ethics Policy](#)
- [Ethical Guidelines](#)
- [Environmental Policy](#)
- Tana's Security Policy (available upon request)
- Data Breach Guideline (available upon request)
- Tana Quality Assurance Guideline (available upon request)