

### Introduction

This policy applies to all Kumasi Wood Cluster (KWC) staff including Management Staff, Board Members, Consultants or Resource Persons or any one working on behalf of KWC.

### The Purpose of This Policy

- To protect community vulnerable adults (farmers, youth), volunteers, interns, children and wood processing factory operatives (women and people with disability) who receive KWC services.
- To provide staff and Service Providers with the overarching principles that guide our approach to safeguarding and vulnerable adults and children's protection.

KWC believes that vulnerable adults and children should never experience abuse of any kind. We have a responsibility to promote the welfare of vulnerable persons and children and keep them safe. We are committed to practice in a way that protects them against bullying, harassment, sexual exploitation and any form of abuse.

### Legal Framework

- Ghana's Criminal Offences Act 1960
- United Nations Convention on the Rights of the Child 1991
- Constitution of Ghana, 1992
- Child Rights Act, 1998 Act 560
- Child and Family Welfare Policy of Ghana

This policy shall be read alongside our policies and procedures on:

- Human Resource, job induction and training.
- Code of conduct for staff, Board and our service providers.
- Whistle blowing.
- Safety.

We recognize that:

- The welfare of the child is paramount as enshrined in the Children's Act, 1998 (Act 560) and
- All vulnerable adults and children regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation.
- Some adults and children are additionally vulnerable because of the impact of dependency, poverty, communication needs, illiteracy and other issues.
- Working in partnership with vulnerable adults, children and other agencies is essential to promoting their welfare.

KWC, will follow these policies and procedure to keep vulnerable adults and children safe by:

## KWC SAFEGUARDING POLICY

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- Valuing, listening and respecting them.
- Appointing a designated safeguarding officer in the person of the GENERAL MANAGER of KWC.
- Adopting child and vulnerable adult protection and safeguarding practices through procedures and a code of conduct for all employees.
- Providing effective management for all employees through supervision, support, training and quality assurance measures.
- Recruiting employees safely and ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Using our procedures to manage any allegations against employees.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help KWC deal effectively with any bullying that might arise.
- Ensuring that KWC has an effective complaints and whistleblowing measures in place.
- Ensuring that KWC provides a safe environment for children and vulnerable adults by applying the health and safety measures in accordance with the law.

### **The Policy**

KWC shall be committed to protecting employees and other stakeholders (children, young people and vulnerable adults) from sexual exploitation, abuse and harassment. KWC shall not engage in child labour of any sort during its field work. Additionally, vulnerable adults in communities (disabled, elderly, pregnant women and poor) will not be discriminated against during field activities, training workshops, capacity building and community engagements. Employees found culpable shall be reported for the necessary sanctions to be taken.

### **For Gross Professional Misconduct and Harassment**

KWC shall not entertain gross professional misconduct such as harassment and bullying.

We recognize harassment whether based on national or ethnic origin, religion, age, family or marital status, sex, sexual orientation or disability.

Whenever, a case of gross professional misconduct or harassment occurs, KWC reserves the right to take legal action, dismiss a staff member or contractor and terminate the contract with immediate effect. In such cases, salary payments will also be stopped at the end of the week of dismissal. The workplace is not simply defined as KWC's offices and properties. It also extends to harassment that occurs at meetings, conferences, workshops, field works or when travelling for KWC business.

The Executive Director will discuss any behavior that could be considered as harassment with all employees, volunteers or contractors once they are hired. He will stress on professional comportment during such orientations.

The following procedures shall be strictly adhered to:

- Whenever a case of or harassment or bullying is reported to any staff member of KWC, the person must raise it with the General Manager.

## KWC SAFEGUARDING POLICY

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- Any reported case of harassment or bullying will be subjected to investigation and disciplinary procedures, including the possibility of instant dismissal.
- The General Manager shall then raise the case with the Executive Director.
- The Executive Director will file a written report after investigations on the staff member's file.
- Whenever, necessary, the Executive Director shall raise the case with the Board of Directors.
- Where the offence is by the Executive Director, the complaints shall be raised with the Board Chairman.

### Contact Details:

#### Designated Safeguarding Officer (DSO)

Name: Esi Ametoxe Banful (Mrs.)

Position: General Manager

Cellphone #: +233 (0)244 256 562

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### ADOPTION

This policy was adopted by the Board of Directors of the Kumasi Wood Cluster Association on;

Date 19/09/18

Signature *Alhassan Attah*

Name Alhassan Attah

Position Chairman of KWC Board