

HR & Safeguarding Policies

1. Human Resource (HR) Policy

1.1 Policy Statement

Created Opportunities is committed to fair, transparent, and ethical human resource practices that promote professionalism, equal opportunity, and a respectful work environment. Our HR policy ensures that all staff, trainers, consultants, and volunteers are treated with dignity and are recruited, managed, and developed based on merit and organizational values.

1.2 Scope

This policy applies to all employees, contractual staff, trainers, interns, and volunteers associated with Created Opportunities.

1.3 Recruitment & Selection

- Recruitment is based on merit, competence, and organizational need
- Equal opportunity is provided regardless of gender, disability, religion, or background
- Preference is encouraged for qualified women and persons with disabilities where feasible

1.4 Code of Conduct

All personnel are expected to:

- Maintain professional behavior and ethical standards
- Respect diversity and inclusion
- Avoid conflicts of interest
- Uphold the reputation and values of Created Opportunities

1.5 Working Environment

Created Opportunities ensures:

- A safe, harassment-free, and inclusive workplace
- Zero tolerance for discrimination, abuse, or exploitation
- Compliance with applicable labor laws and organizational policies

1.6 Performance & Capacity Building

- Staff performance is monitored through clear roles and responsibilities
- Capacity-building and learning opportunities are encouraged
- Feedback and improvement mechanisms are promoted

2. Safeguarding Policy

2.1 Policy Statement

Created Opportunities is fully committed to ensuring a safe, respectful, and inclusive environment for all individuals involved in its programs and operations. This policy affirms our zero-tolerance approach toward abuse, exploitation, harassment, neglect, or any form of harm—particularly against children, youth, women, and persons with disabilities (PwDs). Safeguarding is a shared responsibility and is integral to our mission of empowerment and social inclusion.

2.2 Scope of the Policy

This policy applies to:

- All staff, management, consultants, trainers, volunteers, and interns
- Trainees, beneficiaries, and community members engaged in programs
- Partners, vendors, and affiliates working with or on behalf of Created Opportunities

2.3 Key Safeguarding Principles

- **Do No Harm:**

All actions must prioritize the safety and dignity of individuals

- **Zero Tolerance:**

Abuse or exploitation will not be tolerated under any circumstances

- **Inclusion & Accessibility:**

Special protection for vulnerable groups including PwDs and women

- **Confidentiality:**

All safeguarding concerns will be handled discreetly

- **Accountability:**

Violations will result in disciplinary or legal action

2.4 Forms of Abuse Covered

- Physical, emotional, or psychological abuse
- Sexual exploitation or harassment
- Neglect or discriminatory treatment
- Online or digital abuse

2.5 Reporting & Response Mechanism

Created Opportunities maintains a clear and accessible reporting system:

- Complaints may be reported verbally or in writing
- A designated Safeguarding Focal Person will receive and manage cases
- Immediate action will be taken to ensure victim safety
- Referrals to relevant authorities will be made where required

No individual will face retaliation for reporting a safeguarding concern in good faith.

2.6 Roles & Responsibilities

- **Management:** Ensure implementation and compliance
- **Staff & Trainers:** Uphold safeguarding standards in all interactions
- **Partners:** Adhere to safeguarding requirements under MoUs

2.7 Awareness & Capacity Building

Safeguarding orientation and awareness sessions will be conducted regularly for staff, trainers, and trainees.

3. Gender Inclusion Policy

3.1 Policy Statement

Created Opportunities is committed to promoting gender equality, inclusion, and non-discrimination across all programs and organizational practices. We believe that equitable access to education, skills development, and economic opportunities is essential for sustainable development.

3.2 Objectives

- Ensure equal participation of women, men, and marginalized genders
- Remove barriers to access for women and persons with disabilities
- Promote safe and respectful learning and working environments
- Integrate gender-responsive approaches in program design

3.3 Guiding Principles

- Equity: Fair treatment based on individual needs
- Participation: Inclusive decision-making and representation
- Respect & Dignity: Zero tolerance for harassment or discrimination
- Accessibility: Gender-sensitive and disability-friendly infrastructure

3.4 Gender Inclusion in Programs

Created Opportunities ensures:

- Gender-balanced enrollment in training programs
- Special outreach for women and PwDs
- Flexible learning environments where feasible
- Safe spaces and respectful trainer-trainee interactions

3.5 Prevention of Harassment & Discrimination

- Harassment on the basis of gender, disability, or background is prohibited
- Complaints will be addressed promptly and confidentially
- Disciplinary measures will be enforced against violators

3.6 Gender-Sensitive Monitoring

- Gender-disaggregated data collection
- Monitoring participation, completion, and employability outcomes
- Continuous improvement based on feedback

3.7 Commitment to Continuous Improvement

Created Opportunities will periodically review this policy to align with national laws, NAVTTC guidelines, and international best practices.

4. Child & Vulnerable Adults Protection Policy

4.1 Policy Statement

Created Opportunities is firmly committed to safeguarding children and vulnerable adults from all forms of abuse, exploitation, neglect, and harm. This policy reflects our zero-tolerance stance toward any behavior that compromises the safety, dignity, or rights of children and vulnerable adults, including persons with disabilities, orphans, and individuals facing social or economic vulnerability. Protection is central to our values and program implementation.

4.2 Definition of Vulnerable Persons

For the purpose of this policy:

- Children: Any person under the age of 18 years
- Vulnerable Adults: Individuals aged 18 and above who may be at increased risk due to disability, age, illness, dependency, poverty, or social exclusion

4.3 Scope of the Policy

This policy applies to:

- All employees, trainers, consultants, interns, and volunteers
- Trainees, beneficiaries, and community participants
- Partners, contractors, and visitors engaged in Created Opportunities' activities

4.4 Prohibited Conduct

The following actions are strictly prohibited:

- Physical, emotional, or psychological abuse
- Sexual exploitation, harassment, or misconduct
- Neglect, intimidation, or discriminatory behavior
- Inappropriate relationships or contact with children or vulnerable adults
- Online or digital exploitation

4.5 Safe Interaction Guidelines

All personnel must:

- Treat children and vulnerable adults with respect and dignity
- Maintain professional boundaries at all times
- Avoid being alone with a child or vulnerable adult without proper oversight
- Ensure training spaces are safe, accessible, and supervised

4.6 Reporting & Response Mechanism

- Any concern, suspicion, or incident must be reported immediately
- Reports may be made verbally or in writing to the designated Safeguarding Focal Person
- Confidentiality will be maintained throughout the process
- Immediate measures will be taken to ensure the safety of affected individuals
- Referrals to relevant authorities will be made when required by law

No individual will face retaliation for reporting concerns in good faith.

4.7 Roles & Responsibilities

- Management: Ensure policy enforcement and resource allocation
- Safeguarding Focal Person: Receive, document, and manage safeguarding cases
- Staff & Trainers: Uphold protective practices and report concerns promptly
- Partners: Comply with this policy as part of contractual agreements

4.8 Awareness & Training

Regular awareness sessions and orientation will be conducted to ensure understanding and compliance with child and vulnerable adult protection standards.