

To whom involved in Habitat Japan's activities

“Safeguarding” and “Code of Conduct”

To make activities safe and secure for everyone

What is safeguarding?

It refers to a series of efforts to create an environment in which organizations do not abuse or exploit children or vulnerable groups during their activities.

Habitat Japan always aims to provide activities that everyone can participate in safely and with peace of mind. In addition to safety management such as accident prevention, it is necessary for all concerned to always keep in mind the need to protect people's trust and avoid harming them through inappropriate comments or actions by staff or volunteers. It is our duty to treat all people and children with respect and dignity, and to prevent danger and risk before they occur, so that we can carry out safe activities.

For this reason, it is important that all parties involved in our activities are aware of Habitat Japan's **Code of Conduct**. We would like to ask for your understanding and cooperation in order to make our activities safe and secure not only for each of us, but also for all of our partners.

What we want to protect together with you

All Habitat Japan employees are expected to adhere to the code of conduct, whether on or off business hours. The code of conduct embodies Habitat's mission, values, and goals, and is a written statement of the standards of behavior expected of all employees and other stakeholders. By reviewing this code of conduct continually, we can ensure a common understanding of our standards of conduct and avoid assumptions and misunderstandings in the implementation of our activities.

Therefore, you may be asked to pledge and sign the code of conduct to confirm your understanding of this content. This is an important process for us to work with you to ensure the safety and security of the people we support and to ask for your cooperation in achieving our common goals.

Habitat Japan's commitment

- We will inform everyone involved in our activities about the importance of our safeguarding efforts. If any problems should arise in our activities, we have a clear point of contact so that you can contact the Habitat Japan office.
- We will prevent various risks by always ensuring that our staff and volunteers behave in an exemplary manner. We will respect the rights of all people and implement activities in which everyone can participate with confidence.
- In case a problem should arise, we have assigned a person in charge of the organization, established a procedure, and put in place a system so that anyone can report or consult with us with confidence.
- If a problem occurs or is suspected, we will respond in good faith and in an appropriate manner. After determining the cause of the problem, we will strive to prevent its recurrence.

Habitat for Humanity Japan's Code of Conduct

In keeping with Habitat for Humanity's mission to "bring people together to build homes, communities and hope," as a representative of Habitat Japan, I will:

1. Treat all children and adults with respect at all times, regardless of culture, creed, gender, color, language, political or other opinion, nationality or ethnicity, disability or any other difference.
2. Promote a safe environment where everyone feels comfortable and can communicate openly.
3. Ensure that I am fully aware of Habitat Japan's safeguarding policies, principles, and procedures.
4. Always be aware of the boundaries between appropriate and inappropriate behaviors and act accordingly.
5. Avoid circumstances where my behavior may be misinterpreted as hostile, suggestive, inappropriate or neglectful.
6. Comply with laws and regulations related to child labor and child protection in Japan and applicable regions. Promptly report any suspected risk to children in accordance with the procedures outlined in "Guidelines for Reporting, Consultation and Response on Safeguarding."
7. Immediately report concerns or allegations of safeguarding policy and code of conduct non-compliance, child exploitation or abuse; to Habitat Japan

**If you have any concerns about Habitat Japan's activities,
or anything said or done by anyone involved in them,
please contact us immediately.**

managers or program team leader, regardless of whether this has resulted in the harm of a child.

8. Maintain confidentiality as determined by the organization.

As a representative of Habitat Japan, I will not

1. Engage in any behavior (including use of language or physical) with beneficiaries, people involved in the activity, or colleagues, which is, or could be interpreted as inappropriate, offensive, discriminatory, or suggestive.
2. Hit or otherwise physically harm beneficiaries, including children.
3. Engage in any unwarranted or inappropriate touching of beneficiaries, including children and youth.
4. Lure unaccompanied children, beneficiaries, etc., and invite them alone to my home, hotel or other accommodations, or office, or to ride in my car (except in an emergency or when there is a risk of injury to them or physical danger).
5. Hire beneficiaries including children as domestic or any other form of labor.
6. Spend inappropriate special time with beneficiaries, including a child, allowing the child to overstep rules.
7. Give gifts or special favors to a particular child or family member. Engage in behavior that could be construed as grooming (a child for sexual purposes).
8. Have a sexual or physical relationship with beneficiaries, including a child.
9. Use inappropriate or sexually suggestive and/or provocative gestures or attitudes.
10. Use Habitat laptops or other devices to access pornographic sites or materials, or otherwise misuse photos or videos for the purpose of exploiting children.
11. Exchange personal contact details with children and have ongoing communication with them after my visit to the community with Habitat for Humanity.
12. Visit or return to Habitat Japan communities/families I have previously visited (including for volunteer work) without the permission of the organization.
13. Bring weapons, alcohol, and illegal drugs into Habitat's area of operation.

- If the person involved is, or is suspected or likely to be, in violation of the code of conduct.
- If there is a complaint or suspicion of abuse or exploitation from a person or child receiving support from Habitat Japan.
- If you feel that there is any inappropriate behavior or potential for inappropriate behavior during your activities.

Safeguarding Report/Consultation Desk

03-6709-8780

Office hours: Monday - Friday, 10 a.m. -5 p.m.

Contact [✉ safeguarding@habitatjp.org](mailto:safeguarding@habitatjp.org)

Habitat for Humanity Japan

301 Assorti Shinjuku 5-chome, 5-11-25 Shinjuku, Shinjuku-ku,

Tokyo 160-0022, Japan

- ※ After confirming and securing the safety of the person in question, Habitat Japan staff in charge of the desk will carefully verify the facts, taking into consideration your privacy. Habitat Japan will respond in the best interest of those involved.
- ※ Please contact us even if you do not have solid evidence. We will protect your information and confidentiality so that you will not be disadvantaged or put in a difficult position by reporting.
- ※ Anonymous reporting is possible, but please note that if the information cannot be identified, it may be more difficult to respond or investigate.
- ※ For cases that are not directly related to Habitat Japan's activities, please consult with your local municipal office.