

BTE CODE OF CONDUCT

Purpose: The Bridge to Employment (BTE) program is committed to a safe and harassment free experience for all, particularly its BTE students, also called program participants. BTE is not exclusively a program that focuses on expanding the possibilities of post-secondary STEM²D opportunities for young people globally, but it also seeks to support personal development journeys of all program participants and stake holders. To this end, the environment and experience created by the BTE program should positively contribute to the growth of all participants.

As a global program, with participants from diverse backgrounds, this code of conduct is rooted in the values and principles of mutual respect, community, discipline, positivity, professionalism, and accountability.

This code of conduct represents BTE's policy and mandate of doing good without causing harm. It serves as a commitment to the BTE participants and their families of all BTE program partners' mandate to create and maintain a safe environment when in BTE care. At the same time, the policy endeavors to make all program partners aware of the expectation of conduct as part of the program. Including communicating the program's stance on bullying and explicitly identifying how parents and BTE participants also have a responsibility in contributing to and ensuring a safe and harassment-free environment. The policy will also serve as reference for identifying potential violations, their associated consequences and provide guidance on reporting procedure and managing cases, in addition to providing resources on local protection policies and referral protocols.

Scope and Audience: This policy applies to all BTE partners. It is intended for students participating in and/or enrolled in the BTE program and extends to their primary caregivers. The policy also applies to any program partners, session facilitators and any other adult supervisors, also capturing adults' responsibilities in creating and maintaining a safe environment for BTE participants, including preventing bullying. The code of conduct also outlines reporting obligation and the steps to be taken for reported incidents.

Definitions:

- **Abuse:** Is any harm caused to a person. It could include physical, emotional, neglect or other types of harm.
- **Bullying:** A form of aggressive behavior that occurs in an intentional and repeated manner causing a person to feel hurt. Bullying can take multiple forms, including spreading rumors, threatening, physical or verbal assault, engaging in insidious practices such as excluding a person from a group to hurt them, or any other gestures or actions that occur in a less visible manner (adapted from WHO, UNICEF). Bullying causes physical, social and/or psychological harm. The act leaves the person on the receiving end feeling helpless, hurt, powerless, humiliated and can have short-, medium- or long-term impacts on a person's social, emotional, and psychological wellbeing. Some examples of bullying include but are not limited to insults; swearing; threats or intimidation; shouting and other kinds of verbal aggression; relentless and/or unsolicited criticism; name calling; humiliation; taunting; deliberate exclusion; persistent disregard of opinions; spreading rumors; physical assault. Bullying can happen in person or electronically (online: email, chat box, social media posts etc. or over the phone). It may be covert (subtle) or overt (obvious). Bullying is often behavior that is repeated or has the potential to be repeated but it can be a single incident.
- **Child:** Any person under 18 years of age.
- **Exploitation:** A form of abuse. It encompasses the physical, emotional or other abuse of a child by an adult. It also includes but is not limited to: injury to the psychological capacity or emotional stability of the child caused by acts, threats of acts, or coercive tactics, including, but not limited to, humiliation, control, isolation, withholding of information, or any deliberate activity that results in fear or embarrassment or can make the child feel diminished.
- **Program Participants:** Young people, typically students, enrolled in the BTE program, and participate in program activities.
- **Program Partners:** All entities, whether an individual, group of individuals or organizations coming together to implement the local BTE program, and who have an interest or stake in the program, either benefitting directly from the program, or who contribute to program implementation or invest resources into the local program. Typical program partners at the local level include: The coordinating entity (where the BTE Site Coordinator is employed), The BTE Champions and volunteers; an Institute of Higher Education; BTE program participants, parents; and the secondary school(s) participating in the program.

General Stance:

- All program partners are committed to keeping all Bridge to Employment program participants safe. This means that that each student in the program must be able to freely participate in all activities without worry, fear, harassment, intimidation, or harm of any kind (physical, verbal, emotional, social).
- All Bridge to Employment program partners must comply fully with this code of conduct, as well as the local BTE community's local child welfare and protection laws.
- There is a student-to-student responsibility in maintaining a safe environment. Just as the adults are expected to protect and maintain a BTE experience that is harassment free, students are also expected to keep the program a safe space for each other.
- The Bridge to Employment program does not tolerate bullying of any kind. This is a zero-tolerance policy. This includes in-person, as well as cyber/virtual bullying.
- Adult supervision should focus on not only preventing abuse by adults but also abuse among program participants (participants) themselves. Adult supervisors should monitor interactions among students to prevent bullying.
- The Bridge to Employment program does not tolerate any form of exploitation or abuse, under any circumstance.
- All Bridge to Employment program adult partners bear a responsibility to protect the dignity, rights and well-being of all participants involved in BTE program activities around the world.
- The Bridge to Employment is committed to providing a safe environment for children by holding all BTE Site Coordinators, BTE Champions and other key implementing partners to high standards of conduct and implementing policies and procedures to prevent and respond to instances of child abuse, exploitation, or neglect.
- Under no circumstance is any form of exploitation or child abuse permitted.
- The Bridge to Employment program expects that all partners take measures to reduce the risk of child abuse, exploitation, or neglect. For example, partners will ensure adequate supervision of program participants and stay current on training offered by FHI 360 through the Bridge to Employment program which seek to equip adults with skills and knowledge required to create and maintain safe spaces and to effectively and communicate with young people.
- Any incidence of abuse or exploitation **MUST** be reported to the appropriate local authorities, based on your BTE site's local laws. In addition, any incidence of abuse, exploitation or bullying must be reported by one of the outlined ways in the "Reporting: Procedures, Expectations & Management" section, below.

Violation Consequences:

- Any program participant who has bullied a fellow participant will be eligible for immediate dismissal from the program.
- Where there is confirmation that a program participant has bullied a fellow participant, it may result in the offending student's inability to participate in any Bridge to Employment program activities, at the global level (e.g., Global Youth Leadership council, Alliance Building & Training Sessions (ABTS) Student Ambassadors program, other global program events, trips or any other globally BTE funded initiatives or opportunities).
- Any violation of this code of conduct by an adult program partner may result in a cessation of partnership with FHI 360 and the global BTE program.

Reporting: Procedures, Expectations & Management:

- Any incident of bullying must be reported to the BTE Site Coordinator, BTE Champion, or any adult supervising or facilitating a session/activity.
- Where a report is made to an adult, who is not the BTE Site Coordinator, that adult must, within 24 hours, report it to the BTE Site Coordinator.
- The BTE Site Coordinator is expected to gather all information and take appropriate steps to investigate, including documenting proof and/or witness statements.
- BTE Site Coordinators should keep a log of all reported incidents.
- Any investigation into a reported incident of bullying should begin within 48 hours of the report. Prior to an investigation commencing, all associated parents and/or guardians must be notified that a report has been made and that the investigation will begin within 48 hours.
- All partners (BTE program participants, parents, staff of the coordinating entity and BTE volunteers) are expected to fully cooperate with any investigation.
- All reported incidents of bullying must also be reported by the local BTE Site Coordinator, to the BTE Program Manager or BTE Program Director at FHI 360, along with any actions taken or to be taken, within 48 hours of the report.
- Any incidence of exploitation or abuse in the BTE Program must be reported to: compliance@fhi360.org and to bte@fhi360.org.

ACKNOWLEDGEMENTS

I will participate in the BTE program, sponsored by Johnson & Johnson and **INSERT NAME OF LOCAL OPERATING COMPANY**, and hereby acknowledge and confirm my understanding and adherence to the global BTE Code of Conduct. I am committed to participating in all Bridge to Employment activities. If I cannot attend an activity, I will notify the Bridge to Employment Site Coordinator as soon as possible, preferably before said scheduled activity.

Youth Signature: _____

Parent / Guardian Signature: _____

Date: _____