

# Yayasan Bali Bersih



Akte notaris Nyoman Oka SH., M.Kn, nomor 60 - 30 Nopember 2015  
Sekretariat: Jalan Yudistira, Gang Nusa Indah 7, Banjar Tatag Wirasanti, Basangkasa,  
Seminyak, Kuta Utara, Badung, Bali, Indonesia.  
[www.yayasanbalibersih.org](http://www.yayasanbalibersih.org) [info@yayasanbalibersih.org](mailto:info@yayasanbalibersih.org)  
SK nomor: AHU-0027701.AH.01.04.Tahun 2015  
NPWP: 94.961.135.4-905.000

## Code of Conduct relating to working with vulnerable people, for volunteers and staff.

*This Code of Conduct is adopted from Save the Children.*

All paid and unpaid staff, including volunteers, interns or trainees of on behalf of Westerlaken foundation, in Indonesia represented by Yayasan Bali Bersih, are responsible for the safety and wellbeing of children and people who engage with the organization. All staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and people.

I will:

- Act in accordance with Yayasan Bali Bersih's safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards people and their families and towards other staff.
- Listen and respond to the views and concerns of people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all people.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of people.
- Create an environment that promotes and enables peoples participation and is welcoming, culturally safe and inclusive for all people and their families.
- Involve people in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to policies, discussions, learning and reviews about peoples safety and wellbeing.
- Identify and mitigate risks to peoples safety and wellbeing as required by the organization risk assessment and management policy or process.
- Respond to any concerns or complaints of harm or abuse promptly and in line with the organization's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed harm or abuse as required by relevant legislation and by the organization's policy and procedure on internal and external reporting.
- Comply with the organization's protocols on communicating with people.
- Comply with relevant legislation and the organization's policies and procedures on record keeping and information sharing.



# Yayasan Bali Bersih

Akte notaris Nyoman Oka SH., M.Kn, nomor 60 - 30 Nopember 2015  
Sekretariat: Jalan Yudistira, Gang Nusa Indah 7, Banjar Tatag Wirasanti, Basangkasa,  
Seminyak, Kuta Utara, Badung, Bali, Indonesia.  
[www.yayasanbalibersih.org](http://www.yayasanbalibersih.org) [info@yayasanbalibersih.org](mailto:info@yayasanbalibersih.org)  
SK nomor: AHU-0027701.AH.01.04.Tahun 2015  
NPWP: 94.961.135.4-905.000

I will not:

- Engage in any unlawful activity with or in relation to people.
- Engage in any activity that is likely to physically, sexually or emotionally harm people.
- Unlawfully discriminate against any people or their family members.
- Be alone with people unnecessarily.
- Arrange personal contact, including online contact, with people I am working with for a purpose unrelated to the organization's activities.
- Disclose personal or sensitive information about people, including images of people, unless the people involved or a legal guardian consent or unless I am required to do so by the organization's policy and procedure on reporting.
- Use inappropriate language in the presence of people, or show or provide people with access to inappropriate images or material.
- Work with people while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed harm or abuse.

If I think this Code of Conduct has been breached by another person in the organization I will:

- Act to prioritize the best interests of people.
- Take actions promptly to ensure that people are safe.
- Promptly report any concerns to my manager, the organization's Confidential Counsellor or another manager or leader in the organization.
- Follow the organization's policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with the organization's policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct during my employment with the organization.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with the organization.

Signature:

Full Name

Date