



OUTPOUR OF FRAGRANCES INITIATIVE (OFI)

Safeguarding Policy

1. Purpose

OFI is committed to creating a safe environment for all beneficiaries—especially **children, adolescents, and vulnerable women**—by preventing harm, abuse, exploitation, and neglect in all our programs and interactions.

2. Scope

This policy applies to:

- Staff and leadership
- Volunteers
- Partners and contractors
- Anyone representing OFI

3. Safeguarding Principles

OFI will:

- Prioritize the **safety, dignity, and well-being** of all beneficiaries
- Adopt a **zero-tolerance approach** to abuse and exploitation
- Ensure **do no harm** in all interventions
- Promote **respect, inclusion, and non-discrimination**
- Act swiftly on all safeguarding concerns

4. Key Risks in Our Work

Given our programs, safeguarding risks may include:

- Exploitation or inappropriate relationships with beneficiaries
- Abuse (physical, emotional, or sexual), especially of minors
- Financial exploitation or coercion
- Breach of privacy or misuse of beneficiary data/images
- Power imbalance between volunteers and beneficiaries

5. Prevention Measures

OFI will:

- Screen and onboard volunteers with clear expectations
- Provide safeguarding orientation/training
- Ensure **two-adult rule** when working with minors
- Avoid isolated or unsupervised interactions
- Obtain **consent before taking photos or sharing stories**
- Ensure safe, respectful distribution processes

6. Reporting & Response

- All safeguarding concerns must be **reported immediately** to designated leadership
- Reports can be made confidentially and without fear of retaliation
- OFI will:
 - Investigate all concerns promptly
 - Take appropriate disciplinary action
 - Refer cases to relevant authorities where necessary

7. Confidentiality

- All reports will be handled with **strict confidentiality**
- Information will only be shared on a **need-to-know basis**

8. Accountability

Failure to comply with this policy may result in:

- Removal from volunteer/staff role
- Termination of partnerships
- Legal action where applicable

9. Safeguarding in the Online Space (Digital Safety)

OFI recognizes that interactions may occur through digital platforms and is committed to ensuring the safety and dignity of beneficiaries in all online engagements.

OFI will:

- Ensure all online communication with beneficiaries is **appropriate, professional, and transparent**
- Avoid private or one-on-one communication with minors without parental/guardian awareness where applicable
- Use official platforms or approved channels for all program-related communication
- Obtain **informed consent** before sharing photos, videos, or personal stories online
- Protect personal data and avoid sharing sensitive information without authorization
- Ensure that images and stories are used in a way that **respects dignity and does not exploit vulnerability**

All staff and volunteers must:

- Maintain professional boundaries in digital interactions
- Refrain from engaging in inappropriate messaging or content sharing
- Report any online safeguarding concerns immediately