

Association of Franciscan Boys Towns and Girls Towns

Flores, Villa San Antonio, Comayagua, Honduras, C.A.

POLICIES OF PROTECTION FOR THE MALE AND FEMALE BENEFICIARIES OF APUFRAM

I. PRESENTATION

In order to ensure the safety and protection of the boys, girls, and young people whom APUFRAM cares for, the Policies of Protection for the male and female APUFRAM Beneficiaries are created. The content of this policy of protection is mandatory for associates, directors, employees, volunteers and visitors of APUFRAM. Non-acceptance and non-observance of the rules established in this regulation will lead to the undertaking of an investigation in order to find out if there does or does not exist evidence of human rights violations against any beneficiary, male or female, in the APUFRAM program.

APUFRAM, as a leading institution of human development, is committed to the welfare of children, adolescents and youth; as a guarantor of human rights, it does not tolerate the abuse of its beneficiaries. Within its expectations, it recognizes that its associates, Board of Directors, donors, volunteers, employees, and consultants must always bear in mind the wellbeing of the male and female beneficiaries when carrying out their work in the organization.

II. GENERALITIES OF APUFRAM

Name: The Association of Franciscan Boys and Girls Towns (APUFRAM) is a non-profit, civil institution with its own assets whose aim and purpose is to improve the quality of life and promote human development through comprehensive education in the formal area as well as in the non-formal, in those sections of the country with fewer opportunities; as well, starting from the year 2002, these objectives are extended to the Dominican Republic.

Legal Entity Decree #181-86; revised by means of Resolution #118-2000 by the Secretary of Government and Justice.

Location: Kilometer 62, northern highway, Flores, Villa San Antonio, Comayagua.

Vision:

To be an institution with Catholic orientation, a modern and transparent leader for human development, which responds to the needs of the population with limited financial resources, providing them access to a comprehensive, just, and equitable

education that enables them to participate actively and effectively in the process of development of the country.

Mission:

To formulate, direct and execute developmental alternatives for the beneficiary population through the timely provision of an education, both formal and non-formal; with values that guarantee personal, family and social development.

III. BACKGROUND

The origins go back to the arrival of Father Emil Cook, missionary of the O.F.M Conventual order and a native of the United States of America, on February 10, 1970, whose objectives and principles are still preserved in our legal entity (God, Study, Work).

Apufram emerges and is recognized by the State of Honduras through the Secretary of Government and Justice in the year 1986 as an institution to benefit and protect children and young people with limited economic resources and at social risk, especially in the rural areas of the country. For this purpose it has created a program of boys towns and girls towns as centers of training with attention to basic needs (food, housing, health and education) and educational centers offering elementary and secondary education. All actions aimed at achieving this purpose have been framed in the laws of the country, especially the Code of Childhood and Adolescence, the Code of the Family, and the law of equal opportunity for women, and educational laws.

Likewise, this work has been accompanied by the Honduran Institute of Childhood and the Family, IHNFA, which allows validation and recognition by the State of Honduras.

IV. OBJECTIVES OF PROTECTION POLICIES

(a) General Objective:

To promote the well-being and the protection of children, youth and adults and commit to a standard of "zero tolerance" with regard to all sorts of abuse, framing within the doctrine the best interests of the beneficiaries.

(b) Specific Objectives:

1. To prevent behaviors that lead to the abuse and mistreatment of the beneficiaries.

2. To orient the involved parties on the knowledge and application of the protection policies for the beneficiaries.
3. To document and follow up on cases of abuse and maltreatment.
4. To inform the involved parties about the rules and procedures of APUFRAM regarding the protection of beneficiaries.
5. To sanction behaviors and actions that are detrimental to the physical and mental integrity of the beneficiaries, in accordance with regulations and institutional statutes as well as the prevailing laws of the country.

V. DESCRIPTION OF THE INVOLVED PARTIES IN THE PROTECTION POLICY

1. APUFRAM: It is a non-profit civil association, of indefinite duration with its own finance and administration, whose purpose is to contribute along with the State to the objective of achieving just and balanced social development in the beneficiaries.

2. The Committee on Review and Follow-up (CRS): is the application APUFRAM created and recognizes to provide advice; it will be responsible for knowing about the investigation, and the follow up of any accusation or suspicion of abuse. This Committee shall be formed by one team of not less than five members or exceeding nine; its members being the president of the Board of Directors, the executive director, the human resources manager and two members of civil society of recognized good repute and with expertise in the field of human rights. These individuals shall be appointed by the General Assembly.

3. Beneficiary: a person under the protection of the Association, who receives partial or full service.

4. An employee or a contractor and/or consultant: a person who has an employment relationship under contract with APUFRAM.

5. A volunteer: any person who is not paid, irrespective of the country of origin, who has agreed to serve anywhere in APUFRAM.

6. Associate: a person forming part of the General Assembly of the Association pursuant to the statutes of Apufram.

7. Management: a person who has administrative and/or managerial functions in the Association.

8. **Visitors:** persons who temporarily visit the facilities of Apufram with a particular purpose.

9. **Coordinator of the Program of Protection of Beneficiaries (CPPB Human Resources Manager):** person who coordinates the actions aimed at the fulfillment of the objectives of this policy, with the integration of counselors at the institutes of secondary education and the administration of the elementary schools who will function as advocates for the protection of the male and female beneficiaries. Also the CPPB will validate the credibility of claims or suspicions of misconduct. He/she will report to the CRS credible suspicions and accusations.

10. **Ombudsman for the Protection of Beneficiaries of APUFRAM (Counselors At the Educational Centers of Secondary Education and Principals of Elementary Schools):** the person who is available for the beneficiaries, who will attend to and investigate allegations of abuse and will report to the Coordinator the preliminary investigation.

VI. PROHIBITIONS TO THE INVOLVED PARTIES

The practice of the following behaviors is prohibited to all parties:

- (a). Consume any intoxicating or narcotic substance in the work area within the premises of APUFRAM .
- (b). Induce or allow beneficiaries to consume alcoholic beverages or narcotic drugs.
- (c). To express oneself with obscene or rude vocabulary either directly or indirectly to the beneficiaries.
- (d). To speak to the beneficiaries in such a way that it could be considered as: rude, threatening, intimidating, contemptuous, dismissive, or humiliating.
- (e). Discrimination on the basis of social status, religious belief, or ethnicity.
- (f). To approach sexual issues with morbid intentions with both male and female beneficiaries.
- (g). To be naked or in underwear in the presence of beneficiaries.
- (h). Possession of printed or digital materials of sexual or morally inappropriate content (magazines, letters, videos, films, clothing, and others.)

(i). To remain with the beneficiaries in closed or out of the way places without any justification, generating suspicions or misunderstandings, unless there is a justifiable cause or third parties are present.

(j). The housemothers or dads must not lie on the same beds with the beneficiaries. An adult will be permitted to stay in the same room in the event of medical prescription.

(k). To engage in sexual contact with the beneficiaries.

(l). To transport the beneficiaries outside their centers without permission in writing from the competent authority (Executive Director, Coordinator of boarding facilities, Principal of educational centers, or by the Director of the boarding facility). Such permit will be issued to each employee or volunteer on an individual basis, specifying that they have instructions to transport the beneficiaries while performing the appropriate activities.

(m). Beneficiaries must be transported directly to their destination. It is not permitted to make unnecessary or unexpected stops or detours.

(n). Employees and volunteers are prohibited from hosting the beneficiaries in their homes. Written permission must have the approval of the Executive Director who will authorize the directors of the boarding facility two weeks before the departure of the beneficiary. An exception is permitted only in a case of uncontrollable events.

(ñ). To change clothes, take a shower, or use the bathroom with children.

(o). The use of physical discipline in any way to manage the behavior of beneficiaries. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force such as retaliation or correction for the inappropriate behaviors of the beneficiaries.

(p). Inappropriate forms of affection by adults are harmful to the well-being of the beneficiaries, They can lead to more serious consequences or at least to misunderstandings. To maintain an environment as safe as possible for the beneficiaries, the following are examples of affection that are not allowed to employees, consultants, associates, management personnel, volunteers, donors, or visitors in charge of protection or instruction of the beneficiaries:

1. Inappropriate or prolonged hugs.
2. Kissing on the mouth.
3. To have beneficiaries older than eight sitting on the lap
4. Fighting with beneficiaries.
5. The display of relationships of a sexual nature among employees, management personnel, associates and beneficiaries.

VII. RULES AND PROCEDURES OF INVESTIGATION IN CASES OF SUSPICION OF ABUSE

In case there arises a suspicion of abuse against a beneficiary, the procedure will consist of the following steps:

1. Any employee, volunteer, or beneficiary who observes or has been the victim of offensive behavior or misconduct must report it to one of the following parties:
 - (a) To the director of the boarding facility or the counselor of the education center.
 - (b) Whoever receives the complaint will document the case with the preliminary information received and will manage the case, with the appropriate discretion.
 - (c) Once documented, the case will be forwarded in writing to the Human Resources Manager who will expand the investigation and document it. In the event it is not within his/her competence, he will forward it to the Committee of Review and Follow-up (C.R.S.) which will assume responsibility for the case.
 - (d) Once the Committee of Review and Follow-up (CRS) has investigated a case of abuse that becomes an offense, it will forward the results to the Board of Directors through the Executive Directorate, and the Board of Directors will determine the appropriate sanctions or will forward the case to the proper legal authority for follow-up.
 - (e) Should an accusation of abuse against the beneficiaries be proven, it will lead to the suspension of the relationship of the accused with APUFRAM, and the means of proof will be provided to the competent authorities.
 - (f) There will be no retribution of any kind against anyone who makes an accusation or reports suspicious behavior, as long as the report is well founded.

VIII. GENERAL ARRANGEMENTS

1. Failure to report incidents or suspicions of inappropriate behavior will result in application of sanctions according to the disciplinary rules of the internal regulations of work.
2. The report of false statements or the malicious circulation of rumors or comments on the part of employees, associates, visitors, and volunteers could result in

sanctions stipulated in the different regulations and could lead to the end of the relationship with the institution.

3. In case the accusation is not made to an internal authority of the Association, but to an external one, APUFRAM will be disposed to make available its facilities and to provide the required information for the investigation of the case.
4. Allegations of observed infractions or suspected misconduct can come from a variety of sources: from alleged victims or their families, other employees and volunteers, other members of the community, counselors, local clergy, or other informant.
5. This rule must be made known to all parties involved in the process of formation of both male and female APUFRAM beneficiaries, and for this purpose, there will be a process of dissemination of this information in all dependencies of APUFRAM in order to effect its immediate implementation.
6. The policy will be in effect from the moment in which it is approved by the Board of Directors of the Association of Franciscan Boys and Girls Towns, APUFRAM.

Given in the community of Flores, Villa San Antonio, Comayagua, in the year 2012

APUFRAM Presidency