



Addendum to

- 1. Network of Asia and Pacific Producers Policy and Procedure for Protection of Children and Vulnerable Adults**
- 2. Network of Asia and Pacific Producers Anti- Harassment and Anti-Bullying Policy and Procedures**
- 3. Network of Asia and Pacific Producers Anti- Harassment, including Anti-Sexual Harassment, Code of Conduct for Travel**

Policy Author: Network of Asia and Pacific Producers

Date written/Updated: **28/08/2020**

Date Passed by the Board:

Date shared with others:

This addendum will be reviewed following any updates by the board or its committees with regard to policy and procedures and reshared as required.

1. Context

The NAPP board during its JUNE 17, 2020 meeting and further orientation on protection and safeguarding received from Anita Sheth, FI Sr. Advisor, agreed to rename the NAPP Social Compliance and Protection Committee to NAPP Board Level Protection Safeguarding and Compliance Committee, (PSCC) including electing new members to this committee.

This Board Level Protection Safeguarding and Compliance Committee is constituted to address protection and safeguarding issues across complete NAPP region based on the NAPP relevant Policies and Procedures, namely

1. Network of Asia and Pacific Producers Policy and Procedure for Protection of Children and Vulnerable Adults
2. Network of Asia and Pacific Producers Anti- Harassment and Anti-Bullying Policy and Procedures
3. Network of Asia and Pacific Producers Anti- Harassment, including Anti-Sexual Harassment, Code of Conduct for Travel

These Policies are named in all consultant contracts with Fairtrade International and as such all consultants in the NAPP region must abide by them. These Policies apply to all NAPP board members, producer organizations and their staff and all other organizations and persons that NAPP partner with. These Policies are triggered when Child Labour, Forced Labour and Gender Based and other forms of Violence are alleged.



2. Reporting structure of a protection case under all of the above mentioned NAPP Policies

- i. If any individual has any safeguarding concerns or who suspects risk should submit his/ her complaint to compliance and safeguarding @ NAPP which only the COO/CEO, the two protection focal points and the Social Compliance and Gender Officer have password access to. The COO/CEO reserves the right to change the password should they determine a risk to document sharing. When reporting via email subject heading must be marked CONFIDENTIAL Protection/Safeguarding trigger.
 - ii. Any Aggrieved person can submit his/ her complaint to the Social Compliance Officer of NAPP OR the NAPP COO OR the Board Level Protection Safeguarding and compliance committee OR to their respective Reporting Manager.
 - iii. The above mentioned three members - the 2 protection focal points and the Social Compliance and Gender Officer constitute the NAPP Operations Committee under the Board Level Protection, Safeguarding and Compliance Committee.
 - iv. The Operations Committee members will decide among them the process to undertake case recording, identification of the allegation breach and preliminary analysis on the information provided in reference to all the policies available at NAPP.
 - v. The three members of the Operations Committee together will agree on case identification, processing and assessment plan and steps to be taken to Act to Protect, including timelines and budgets. This will be presented to the Chair and Board Level PSCC Members for approval before proceeding. The Chair and/or Vice Chair would then provide their approval to proceed, including feedback on the proposal put forth.
 - vi. Operations Committee would take a maximum of 5-10 days to present the allegation identification and case processing and assessment plan, timelines and budget to the Chair and Board Level PSCC Members. On case to case basis the COO can join the committee as an observer.
 - vii. Since case assessment is approached on a case by case bases, it is advisable that the Operations Committee work within the timelines as noted in the NAPP relevant policies.
 - viii. The Board Level PSCC would have a maximum of 7-10 working days to process the case and arrive at a conclusion.
 - ix. Once the Board Level PSCC completes its investigations, they may get back to the Operations Committee for their recommendations.
 - x. The decisions of the Board Level PSCC will be communicated to the CEO/COO through the NAPP Chair for implementation. The Operations committee would also be involved if the decision has to be executed in a phased manner.
 - xi. Members in the Board Level PSCC and members of the Operations Committee must work together and reach conclusion in their respective committees. No member should act alone, regardless of their positions in these committees. If the PSCC requires, they can take the support of the FI Sr. Advisor.
3. **Composition of committees** The NAPP Chair is ultimately responsible for the Protection and Safeguarding Policies of the NAPP

3.1: **Board Level Protection Safeguarding and Compliance Committee**

- a. Four Board Members (two male and two female - already approved by the NAPP Board)- with voting rights.



- b. The CEO/COO of NAPP as non voting member
- c. The Chair of the NAPP Board may be invited to attend the meetings as a special invitee on case to case basis
- d. The Board Support Officer as notes taker - non-voting member

The Social Compliance officer from NAPP staff - to be requested for any assistance as and when required by the Committee. (This Social Compliance Officer must have expertise on social compliance and protection)

3.2: Operations Committee

- a. The COO/CEO (on case to case basis, as required)
- b. Social Compliance Officer of NAPP
- c. One protection focal from South Asia region
- d. One protection focal point from South East Asia region
- e. In case of Conflict of Interest arising due to reporting lines or if the complainant does not wish to trigger the case because of any one or all in the Operations Committee, in that case, CEO/COO will be part of the operations committee or CEO/COO can nominate a person from that particular region

4. Documentation

- a. All confidential supporting documents will be under the custody of COO/CEO for any further reference. These documents cannot be accessed by other members of the Operations Committee. Should members of the Operation Committee require to see documents, they would need to request this via email.
- b. The COO/CEO is responsible to ensure no privacy laws are breached by the members of the Operations Committee, including distribution of confidential documents.
- c. Physical copy of the decision will be signed by NAPP PSCC members, NAPP COO/CEO and NAPP Chair. Further the same will be documented.
- d. This hard copy document would be housed under lock and key and the COO/CEO and Social Compliance and Gender Officer will have access. If the Board Level PSCC require to see these documents, a request would be made to the CEO/COO of NAPP.

5. Training and Induction

- a. NAPP Board Level PSCC and the NAPP Operations Committee receive expert joint training on relevant topics, including case processing, case assessment, case management and case closure. Until this training is obtained these committees will not consider any new cases.
- b. NAPP Board Level PSCC and Operations Committee receive in-depth training on all relevant NAPP Policies, including FI Policies as consultants operating in the NAPP region have FI contracts
- c. NAPP/FI consultants will be re-trained on all NAPP relevant Polices and will voluntarily sign these policies after the training. Trainings should last a minimum of 1.5 hours.
- d. Quarterly refresher training will be undertaken and the same will be recorded.
- e. All consultants, NAPP board members, producers will have an induction provided by operational committee.



6. Sanction List

- a. *The Operations Committee will produce a list of non-compliances on relevant items in NAPP Policies with sanctions, including corrective actions templates where appropriate*
- b. The list will group non-compliances into gross misconduct, significant and medium breaches
- c. This List to be check with FI Protection Committee to ensure consistency with relevant FI Policies
- d. This list should be approved by the Protection, Safeguarding and Compliance Committee

Gnanasekaran Rajaratnam
Chairperson
Network of Asia and Pacific Producers
Date: 1/11/2020

Mr. Sanjeet Singh Khurana
Chief Operating Officer
Network of Asia and Pacific Producers
Date: **01 - 11 - 2020**

I, _____ voluntarily agree to abide by the addendum of all the above mentioned Policies for immediate effect.

Name:

Signature:

Date:

Region:

Designation: