



# GMR SAFEGUARDING

## GMR Owner

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The Key Contact for this GMR is the CEO / Managing Director.

## Brief Description

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“Responsibility for human rights is a global standard for all business independent of a state’s ability to fulfil their own human rights obligations.” *(United Nations (UN) Guiding Principles on Business and Human Rights)*

As an international corporation engaged by our clients to deliver projects, Cardno has a particular responsibility to operate ethically and protect the health, safety, and well-being of everyone who is encompassed within the scope of our business. This includes our staff, beneficiaries, and the communities we work in. We are particularly mindful of the impact international projects may have on children, women, and vulnerable adults.

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**1. Safeguarding is protecting the welfare and human rights of people that may be at risk of abuse, neglect or exploitation**

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**Cardno is committed to taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, violence, harassment and environmental degradation from occurring directly or indirectly as a result of our activities. We condemn fraud, corruption and money laundering. Where breaches occur Cardno is committed to investigate, remedy and learn.**

**2. The responsibility for maintaining safeguarding environments is a shared responsibility of all Cardno staff and all persons working on behalf of Cardno**

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**All Cardno staff or all persons working on behalf of Cardno in any capacity, including contractors, advisers, seconded workers, volunteers, interns, agents, external consultants, third-party representatives and business partners must ensure they are aware of their responsibilities and comply with the obligations with respect to safeguarding.**

- > Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate training on safeguarding;
- > Individual employees (in any capacity) must ensure that you read, understand and comply with this policy. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct; and
- > All persons working on behalf of Cardno in any capacity must ensure that they read, understand and comply with this policy. Cardno may terminate relationships with other individuals and organisations working on Cardno's behalf if they breach this policy.

**3. Cardno is committed to proactively implement safeguarding measures and building the capacity of all stakeholders so that they understand safeguarding measures**

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**Cardno has a duty of care to ensure the safety of vulnerable people involved in and impacted by our work.**

- > Assess safeguarding risks and impacts in all of activities, taking particular care with risks relating to children, women, and vulnerable adults;
- > Ensure additional vetting is conducted during recruitment of staff and partners when working with children and vulnerable adults;
- > Ensure appropriate and legal use of child imagery;
- > Appropriately use social media and technology as outlined in Cardno's IT policy; partner organisations to have similar controls;
- > Ensure compliance with regulations relating to tax, migration, and labour hire and ethical treatment of staff, including domestic staff and staff of service providers;

- > Comply with modern day slavery obligations in the jurisdictions we operate; this includes prohibition against the use of forced, compulsory, or trafficked labour, or anyone held in slavery or servitude; Cardno's suppliers must do the same and be evidenced;
- > Report any concerns or suspicions of modern slavery and human trafficking in any parts of the business or supply chain; our suppliers must do the same;
- > Report incidents of suspected or actual exploitation, abuse, harassment or policy non-compliance;
- > Support those who raise a query about an actual or suspected breach of policy;
- > Maintain confidentiality when reporting exploitation, abuse, harassment or policy non-compliance and ensure procedural fairness;
- > Ensure individuals who report a concern, in good faith, are not subject to retaliation or adverse employment consequences;
- > Ensure beneficiaries and communities are aware of their safeguarding rights and obligations and have access to reporting mechanisms;
- > Design and implement client activities in a way that protects people from the risk of harm;
- > Conduct regular project and activity level risk assessments;
- > Support investigations into any harm caused or a breach of any Cardno safeguard policy;
- > Comply with Cardno's fraud and anti-corruption policies;
- > Appoint safeguard focal points to assist with dissemination of this policy and as a point of contact to receive reports and support victims;
- > Engage with clients and industry on best practices, adequate procedures, and lessons in safeguards;
- > Ensure commercial and technical proposals include appropriate resources to manage safeguard risks and implement Annex A procedures;
- > Include safeguarding requirements in our procurement process and in agreements with downstream partners;
- > Ensure due diligence is completed before entering into any arrangement with a sub-contractor, grantee, supplier, or partner; and
- > Support Cardno's downstream partners to meet Cardno's safeguarding requirements through capacity building and other support as required,

#### 4. Identified breaches and reporting

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**All Cardno staff, or all persons working on behalf of Cardno in any capacity are required to report any suspected or actual breaches of Cardno's Safeguarding policies.**

There are a number of mechanisms to report including:

- > Division - Local Safeguard contact or Child Protection contact
- > Global Safeguarding Lead or
- > Internal Audit & Risk Manager

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**Annex A: List of Cardno Global safeguard procedures and codes**

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<b>Procedure / Code</b>	<b>Owner</b>
<a href="#">Cardno Way - Code of Conduct</a>	Group
Safeguarding	Group
<a href="#">Human Rights</a>	
<a href="#">Child Protection</a>	Group
<a href="#">Anti-Slavery &amp; Human Trafficking</a>	Group
<a href="#">Whistle-blower</a>	Group
<a href="#">Inclusion &amp; Diversity</a>	Group
<a href="#">Health, Safety &amp; Environment</a>	Group