



Damnok Toek (Goutte d'Eau) (DT)
to assist Vulnerable children and their Families

VULNERABLE PEOPLE PROTECTION POLICY

Neak Loeung
Phum Prek Skai,
Khum Prek Ksai Kar, Srok Peamro
Prey Veng Province
Phone: (+885) 43 750 154
Email: neakloeung@damnoktoek.org

Poipet
Samarkum, Chankiry village
Sangkat Poipet Poipet Municipality
Banteay Meanchey province
Phone: (+855) 017 281 524
Email: poipet@damnoktoek.org

Kep
Road 53, Group 1, Phum Kep,
Sangkat Kep, Krong Kep,
Kep Province
Phone: (+855) 017 324 218
Email: kep_coordinator@damnoktoek.org

Head Office: corner of stree292 and 153, Group 4, Phum 5, Sangkat Olympic, Khan Chamkamorn, Phnom Penh

Website: <http://www.damnoktoek.org>





Damnok Toek (Goutte d'Eau) (DT)
to assist Vulnerable Children and their Families

Vulnerable People Protection Policy

WHY A VULNERABLE PEOPLE PROTECTION POLICY?

- A vulnerable person is a person that, by reason or an impairment or insufficiency of his or her personal faculties, is not in position of protecting his or her interests. Otherwise, a vulnerable person is still a holder of rights and should be capable of making free, independent, and informed decisions within the limits of his or her capacity, and not simply be a passive recipient of care and attention.
- All vulnerable people have right for accessibility to physical, social, economic, and cultural environments, to health and education, and to information and communication so they are enabled to fully enjoy all human rights and fundamental freedoms.
- Provided every vulnerable person has the right for freedom, they also have the right to be protected from any form of abuse, violence, injury, neglect, maltreatment or exploitation.
- Vulnerable people need protection from the effects of poverty, disadvantage, exclusion, disability, and violence. Besides these economic, social, and political problems, vulnerable people might also be at risk from other forms of abuse by staff members, external individuals or other vulnerable people.
- Damnok Toek (Goutte D'eau) (DT) works to create a safe environment for vulnerable people who benefit from our projects. In this policy, DT is concerned specifically with the protection of vulnerable people who are in contact with DT staff members or representatives.
- This policy sets out DT's common values, principles, and beliefs and describes the steps that will be taken in meeting our commitment to protect vulnerable people.
- This policy is approved and endorsed by the Board of Directors of DT. It applies to all staff, local and foreigner, volunteers and visitors in all Damnok Toek projects.
- It is essential that all staff, volunteers, partners, international organizations, beneficiaries, donors and the general public are aware of its central messages and any duties/responsibilities it places on them.
- This policy is also available in the Khmer language.
- This policy will be reviewed at least every three years or when necessary.



This Vulnerable People Protection Policy has been developed by the executive committee of DT and was approved by the Board of Directors on 13th. June 2020

Phnom Penh, 13th. June 2020

Mr. Rofich YEB, Chairmen



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Mr. Bunnara CHAN, Vice Chairmen

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Mr. Malai SUO, member

[Handwritten signature]

Mr. Samnang LONG, member

[Handwritten signature]

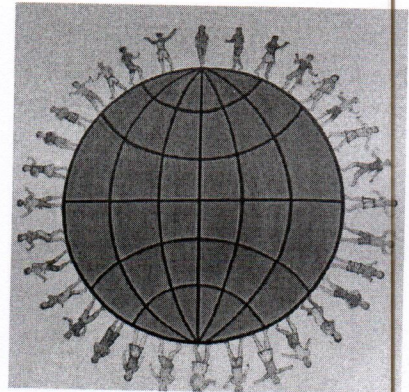
Mrs. Sina POAN, member

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WHO WE ARE

Goutte d'Eau Switzerland started to work in Cambodia in January 1997 under a Memorandum of Understanding (MoU) with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MOSVY). It assisted in building up a center for vulnerable children in Neak Loeung, Prey Veng Province. This center has been made local and is running independently as a local NGO registered with the Ministry of Interior since 2001.

In January 1999, following a request by MOSVY, Goutte d'eau implemented a program in Poipet, the main border town between Cambodia and Thailand, aimed at rehabilitating beneficiaries using substances and reintegrating former trafficking victims. In 2003, this project was also registered as a local Cambodian NGO in the Ministry of Interior.



In August 2003, Damnok Toek (Goutte d'eau) Neak Loeung opened a shelter in Phnom Penh for up to 30 beneficiaries with intellectual and/or physical disabilities, and to adolescents from the provinces who would like to continue their studies or to find a job in Phnom Penh. The majority of these beneficiaries were referred from Damnok Toek centers in Poipet and Neak Loeung but also from other organizations. Since its establishment, Damnok Toek Phnom Penh has been part of Damnok Toek (Goutte d'eau) Neak Loeung.

On January 1st, 2012, Damnok Toek Poipet and Damnok Toek Neak Loeung merged into one single local NGO, Damnok Toek (Goutte d'Eau) (DT).

In December 2016, The NGO opened a new center in Kep (Kep Province) that consists of a farm for 24 residents with intellectual and physical disabilities, over 18 years old. The main goal was to develop a sustainable project where the residents can live and develop their skills through non-formal education and vocational training.



Damnok Toek (Goutte d'Eau) was set up in order to assist vulnerable people and their families. The main goals of the organization are the following:

Prevention

of vulnerable people abuse, substance abuse and vulnerable people trafficking (internal and cross-border trafficking).

Rehabilitation

of substance abusers, traumatized vulnerable people, and people with physical and/or intellectual disability.

Integration

of neglected vulnerable people into Khmer society through Non-Formal Education, Public Schools, Vocational Training, and labor opportunities.

Reintegration

of trafficked and runaway vulnerable people into their culture, their villages and, if possible, their families of origin.

OUR VISION AND MISSION

Our vision dreams of Cambodian vulnerable people (including but not limited to trafficking victims, street working/street living people, people with disabilities and victims of any kind of exploitation or abuse) having capacity and opportunities to an equal realization of their rights and access to basic needs.

Our mission aims at working with the most vulnerable and marginalized people in Cambodia. With the support of communities, government and civil society representatives, DT identifies and implements responses to enhance the access to a better future for the people most in need.

To ensure this, DT is strongly committed to:

- Strengthening of the collaboration between Cambodian communities, government and civil society representatives.
- Implementation of its programmes with the support of communities, government and civil society representatives, adapted to the most in need vulnerable people.
- Advocacy for the respect of basic needs and people's rights, especially for the most vulnerable ones.

Our values are non-religious, non-political, non-profit and non-discriminatory. However, local religious, cultural and historical traditions are respected and integrated into our everyday work with our beneficiaries. We do not exclude influences from other cultures if that represents a gain for the project.

STATEMENT OF COMMITMENT

- DT is committed to the welfare and rights of vulnerable people throughout Cambodia.
- DT provides holistic support to vulnerable people in difficult circumstances so they can build on their future. Our target group is any vulnerable person that enjoys the services provided by DT. DT encourages information sharing and networking, is involved in joined advocacy initiatives and actively cooperates with agencies that work in the same field.



- DT is committed to uphold the laws on vulnerable people's rights and welfare (e.g.: gender, disability). These include the *UN convention on the Rights of People with Disabilities* which was ratified by the Royal Cambodian Government in 2007, the *Hague Convention on the International Protection of Adults* (2000), the *European Parliament Recommendations for Protection of Adults* (2017), and the *Cambodian Law on the Protection and Promotion of the Rights of Persons with Disabilities* (2009).
- DT is committed to encourage its entire staff to treat vulnerable people with respect and dignity. Beneficiary caretakers should be good role models, spend time with each beneficiary, take them seriously, listen to them, encourage them and provide them with good explanations. Caretakers should keep their promises and should provide advice only through appropriate verbal means.
- DT is committed to ensure that all vulnerable adults (people over 18 years old) are not deprived from their autonomy, including the freedom to make their own choices as independent individuals.
- DT is committed to a non-discriminatory approach to vulnerable people and to their full and effective participation and inclusion in society.
- DT is committed to equality of opportunity for all of its beneficiaries regardless of race, social background, age, gender, skin color, religion or beliefs, and respects the difference and accepts people with disabilities as part of human diversity and humanity.

DAMNOK TOEK (Goutte d'Eau) PROHIBITS ANY FORM OF ABUSE

- All DT beneficiaries have equal rights to be protected from abuse irrespective of race, social background, age, gender, skin color, disability, religion or beliefs.
- Abuse is never acceptable. Neither is, knowing of a vulnerable person being abused without taking appropriate action.
- DT identifies the following types of abuse:

Physical abuse Any physical punishment and abuse to a vulnerable person like beating (including with a stick or other implement), poisoning, shaking, pushing and anything that would deliberately harm their physical well-being.

Mental or emotional abuse Any actions (gestures, words and behavior) that deliberately affects a vulnerable person's mental/emotional well-being for example by making them afraid, anxious, annoyed or discouraged.

Neglect Any actions that are aimed to deliberately harm vulnerable people in their four essential rights (right to live, right to learn, right to participate and the right to speak).

Sexual abuse Any action with sexual intent towards beneficiaries such as touching beneficiaries' genitals, coercing the beneficiaries to have sex, or forcing beneficiaries to watch or take part in pornography.

Spiritual abuse Any actions by a spiritual leader, or someone with spiritual power or authority (weather organization, institution or family), misusing their power or authority with the intention of controlling, coercing, manipulating or dominating a beneficiary. Spiritual abuse results in spiritual harm to a beneficiary.



GENERAL CODE OF PRACTICE AND BEHAVIOUR

- All staff, volunteers, visitors, donors, guests or other stakeholders of DT are strongly expected to treat all beneficiaries and other staff members with respect, dignity, and equality, without any form of discrimination.
- Staff should promote a culture of openness where issues and concerns can be raised and discussed.
- Each individual must sign a statement to say that they have read the Vulnerable People Protection Policy and will respect it and that they understand that action will be taken in case of inappropriate behavior.
- There is a designated person responsible for dealing with Vulnerable People Protection issues in the organization as a whole. Besides that, each location specifically also has a Protection Officer (PO) responsible for dealing with Vulnerable People Protection issues. These people should be known to all beneficiaries and staff.
- Information on the Vulnerable People Protection Policy shall be introduced before and on acceptance of employment of DT staff.
- New staff will receive training on vulnerable people protection policies before being put in a position of trust; staff will be offered refresher trainings annually, conducted by the Protection Officer.
- Vulnerable People Protection will be a point of discussion in the evaluation of new staff at the end of their probation period.
- Vulnerable People Protection will be a point of discussion in the yearly staff evaluation.
- If protocols are broken the person involved will be disciplined and may be terminated.

SPECIFIC CODE OF PRACTICE AND BEHAVIOUR

- Staff should be aware of any sign of abuse of beneficiaries (in physical appearance, behavior, material possessions and communication of beneficiaries) and report any suspicion to the Protection Officer.
- Staff and others can only provide advice through appropriate verbal means and must never use physical means.
- Staff and others are not allowed to use language, make suggestions or offer any type of advice which is offensive, inappropriate or abusive.
- In order to establish appropriate physical boundaries, one must never touch a beneficiary in a way that is against their will or considered sexually intended. A general guideline is not to touch areas that would normally be covered by shorts and t-shirt. This also includes kissing, massaging or tickling in an inappropriate way.
 - There are exceptions regarding the DT center for beneficiaries with disabilities in Kep. As many beneficiaries have special needs, the staff has to assist these beneficiaries in taking care of their basic hygiene (shower, toilet etc.). The caretakers will do this with the respect to the beneficiaries' privacy and dignity.



- Staff and others must never do things for beneficiaries of a personal nature that they can do for themselves.
- Staff and others must never develop sexual relationships with beneficiaries.
- Staff and others are not allowed to be alone with a beneficiary in the project area or outside it. If one is alone with a beneficiary, he/she should always be visible to others. If it involves a private meeting, they have to meet in a public place or in an office with opened windows, and inform a project coordinator or another member of the management team when and where the meeting will take place.
- Any staff, volunteers, visitors and other guests are not permitted to take a beneficiary who is not their offspring to their place of residence.
- Staff members are not allowed to take beneficiaries staying at the center out of the facilities without approval of the respective line manager.
- Relatives are allowed to visit beneficiaries staying at the center, but are not allowed to stay overnight.
- Staff and external individuals are always responsible of their behavior and cannot blame the beneficiaries, even if the beneficiaries provoke or acts in a seductive way.
- Staff and others must never act in ways to shame, degrade or humiliate beneficiaries or use any other form of emotional abuse.
- Staff should never create dependency and discrimination of a beneficiary through preferable treatment by giving gifts or money.
- Staff should organize awareness raising workshops with beneficiaries to define acceptable and unacceptable behavior with staff and external individuals.
- Communities and beneficiaries with whom DT works with will be informed of this Vulnerable People Protection Policy and will be assured that support will not be discontinued if they report suspicious behavior.
- Case management files and beneficiaries' records are strictly confidential (see staff policy) and are kept in a safe place. Access to these files can only be granted by the ED and the respective coordinators.
- Case studies are only provided after allowance of the respective coordinator. Case studies should always be kept anonymous.
- All visitors should sign the additional conditions for visiting DT projects. These can be found in Annex 2
- All journalists should sign the additional DT guidelines for journalists. These can be found in Annex 3.
- All international volunteers will have to comply to the additional policy found in Annex 4.
- All visitors, journalists and volunteers should be aware of DT's photography and filming restrictions.
 - Photos should never be taken without the permission from staff and beneficiary's consent.
 - Under the trafficking law, newspapers and other mass media are prohibited from any publishing or broadcasting, which can lead to public knowledge of identities of victims in the offences specified in this law.



- Full names of the beneficiaries should never be mentioned in any publication or broadcasting.
- It is strictly forbidden to take pictures of naked or half-naked beneficiaries.
- Copies of the original photos and videos should be shared with DT.

CODE OF PRACTICE AND BEHAVIOUR STRICTLY LIMITED TO BENEFICIARIES OVER 18 YEARS OF AGE (ADULTS)

- Adult Beneficiaries cannot be deprived from their freedom in any circumstances. They cannot be locked in a room, tied to furniture, or prevented from their right to move freely.
- Adult Beneficiaries cannot be requested to perform any activities against their will. Activities must be suggested and arguments in favor of the activity can be used, but never punishment of any kind or demands.
- Staff members and any other person involved in the project are not allowed to strip adult beneficiaries from activities they are still capable of exercising, even if that means a longer time spent on the activity and bigger need for supervision.
- Adult Beneficiaries cannot be stopped from engaging in sexual activities with other adult beneficiaries or external individual. Staff members are strictly forbidden to engage in any sexual activity with any beneficiary, even if an adult. The following rules and exceptions apply to engagement in sexual activities in regards to adult beneficiaries:
 - Public sexual demonstrations are not allowed and the staff member in charge should stop the action by giving proper advice to the adult beneficiary and then report to the direct project manager immediately so he/she can take appropriate actions;
 - New and unknown sexual activities between adult beneficiaries should be reported to the direct project manager immediately so he/she can take appropriate actions;
 - If a sexual engagement between two adult beneficiaries starts in a private room (non-publicly), staff members are not allowed to stop the act but must inform the project manager in case he/she is not aware of that specific relationship;
 - If a beneficiary demonstrates interest or is found engaging in sexual activities with an individual from outside DT's projects, staff members should stop the action by giving proper advice and then report to the direct project manager immediately so he/she can take appropriate actions.
 - On any of the cases above, the project manager will take actions that take into consideration the beneficiary's free will, their safety, and also the Cambodian culture and its values.

RECRUITMENT AND SCREENING

DTC expects all staff to protect beneficiaries from abuse and they will all be screened before beginning work. Screening is equally important for volunteers/interns, board members and advisors (local and foreign). Anyone applying for a position with DT must submit an application form or resume, including a work or personal history.

On applying for a position in DT, a form must be signed agreeing to the Vulnerable People Protection Policy and stating that the applicant has not had any previous convictions for vulnerable people abuse or violent behavior, or if he/she has ever been dismissed from a job for abuse.

References shall be checked preferably by telephone to give previous employers an opportunity to express concerns verbally. If deemed necessary, DT can ask for an official Certificate of Good Conduct (either by Ministry of Justice or the local authorities). After references have been verified, a personal interview will be conducted to confirm the candidate's suitability.



If found out after recruitment that the employee has provided false information and indeed has previously been convicted for abuse or violent behavior or dismissed from previous jobs for abuse, this will lead to immediate dismissal.

COMMUNICATION ON BENEFICIARIES PROTECTION AND ABUSE

External

- DT is committed to inform beneficiaries, decision makers, and the public, also through media, that beneficiaries' abuse and keeping silence in case of witnessing beneficiaries' abuse, is wrong and unacceptable.
- Staff should never make comments on beneficiaries' protection matters to the media without consulting the Executive Director and Executive Committee beforehand.
- This Vulnerable People Protection Policy aims to enable a safe and positive environment for beneficiaries and is foundational in the education, research, and advocacy initiatives that DT will be involved in.
- DT is committed to educate and inform its stakeholders about the importance of implementing prevention measures regarding beneficiaries' protection. In doing so, beneficiaries are protected from abuse that could be realized by staff, volunteers, visitors and other people involved in DT.

Internal

- DT provides opportunities in its internal meetings to discuss and learn about beneficiaries' abuse and neglect with its entire staff. DT is committed to raise and discuss these issues also in meetings with other partners and networks.
- New DT staff will receive training on vulnerable people protection policies before being put in a position of trust; staff is offered refresher trainings annually, conducted by the Protection Officer.
- All staff and volunteers will receive a copy of the Vulnerable People Protection Policy when they start their contract with DT.
- DT is committed to discuss vulnerable people's rights and abuse in the communities in which it works, including with the beneficiaries themselves.
- Within DT's various projects, beneficiaries will learn what their rights are and who they can talk to in case of abuse.
- Every project in DT shall have means for the beneficiaries involved to anonymously express their claims and concerns regarding abuse.

RESPONSE TO ALLEGATION OF BENEFICIARIES ABUSE

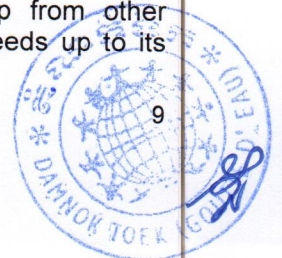
- Procedures are set out by DT to ensure that all staff knows what to do if an allegation of beneficiaries' abuse is made, either by the beneficiaries, relatives, staff members, visitors or others involved. This includes training on the Vulnerable People Protection Policy and having information charts visible to all staff. These procedures are communicated to staff upon signing their contract and during yearly refresher trainings on protection policies.
- There is a designated person who is responsible for dealing with Vulnerable People Protection issues at each location, the Protection Officer (PO). These people should be known to all beneficiaries and staff.
- Any staff who is aware of or has knowledge of another member of staff being involved in beneficiaries abuse, is obliged to report to the Protection Officer. If found out that he/she has failed to report, appropriate measures will be taken.



- In case a person needs to file a report, they should fill the form in Annex 1 (**REPORTING FORMAT CONCERNING CASE OF BENEFICIARIES ABUSE**) and hand the report immediately to the PO in charge. In case the person does not have the Reporting Form in hands, he/she should refer to the PO in charge and request the form to be filled out.
- In case of illiterate people, the PO in charge will help the person fill the report and will file it accordingly.
- All facts related to the investigation are carefully and confidentially filed.
- The PO will analyze the report, investigate the allegations of abuse and take the necessary actions to address the issue reported on a timely manner.
- The organization has a reporting procedure where the PO informs the Executive Director, Executive Committee, the respective coordinator, and others only if necessary, in the procedure. Even if taken to higher levels in the organization, reporting remains fully confidential.
- After the PO and other members of DT management team (if necessary) decide what is the procedure to be taken, all people involved will be informed immediately and measures will be taken in a timely manner, respecting the rights of all people involved in the case, the labor law, and this policy.
- Once an accusation is found true, relevant authorities will also be informed.
- If found out that the accusation is not true, DT will offer appropriate support to the respective person in dealing with the accusation and its consequences.
- All topics below will be taken into consideration during the investigation:
 - The alleged perpetrator is not allowed to communicate with the beneficiaries or the beneficiaries' relatives during the investigation.
 - The alleged perpetrator is dismissed of his/her position during the period of the investigation.
 - Both the victim and alleged perpetrator will be treated with respect from the start of the process to the end.
 - Beneficiaries' stories must be heard and taken seriously unless proved otherwise.
 - If a foreigner is involved, the relevant Embassy/Consulate will be informed.
 - Someone in the organization will be designated to deal with the media and the police. The management teams in each location will decide who this person is. Wherever possible, consideration will be made beforehand about how they will be informed/involved.

FINAL CONSIDERATIONS

- All DT staff is encouraged to be open in discussing the potential of abuse in the organization and take seriously any raised concern.
- Positive steps will be taken to ensure the protection and needed care of the beneficiary(ies) who is(are) subject(s) of any concern.
- DT encourages all staff to adhere to the Cambodian law including the labor code.
- DT encourages relationships/collaboration with other organizations for accountability and support in cases of beneficiaries' abuse if needed.
- When contacted by organizations that are inexperienced and asked for help from other organizations in regards to vulnerable people's rights, DT will answer to their needs up to its capacity.



Agreement and Consent for release of information

I have read and understood the terms of this policy and I am willing to abide by its direction. I declare that I have no criminal history with offences relating to vulnerable people in Cambodia or abroad and I am allowing DT to perform any background/reference check to verify this.

I understand that if a complaint is brought regarding the abuse of DT beneficiaries of any kind while engaged in DT activities, it will be thoroughly investigated in cooperation with the appropriate authorities and I will take the appropriate consequences.

I understand that if I am guilty of any offences of physical, emotional, sexual and spiritual abuse or neglect, I will lose my job without any rights.

I understand that if I do not report any suspicions of abuse involving staff, volunteers, interns, visitors and partners I may suffer appropriate consequences such as the loss of my job without any rights.

Staff/Volunteer/Coordinator
Signature

.....

Name.....

Date.....

Vulnerable People Protection Officer/Project
Signature

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Name.....

Date.....



REPORTING FORMAT, CONCERNING CASE OF BENEFICIARIES ABUSE

REPORTER

Name:

Function:

Working place:

Your relationship to the beneficiary:

ABOUT THE BENEFICIARY

Beneficiary's name:

Beneficiary's gender:

Female Male

Beneficiary's age:

Main responsible for the beneficiary in the center:

THE PROBLEM IDENTIFIED

How did you know about the incident?

- Direct observation*
- Suspicion*
- Confession of beneficiaries*
- Confession of other person(s).*

Date and time of the incident:

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Details:

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Location of the alleged incident:

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Who was involved in the alleged incident?

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Name of alleged perpetrator:

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Staff (including volunteer, Technical Advisors)
if staff, what job title:

Outside person
If an outside person, what relation with the beneficiary:

Nature of the allegation:

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Visible injuries, emotional state, etc.:

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ACTION TAKEN

PERSON(S) INFORMED

Within Damnok Toek

Name:

..... Position.....

Name:

..... Position.....

With Authorities

If yes, give details:

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Others

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Name of the reporter

Name of the person informed within Damnok Toek

Signature

Signature

Date:...../.....

Date:...../.....



ANNEX 2 VISITING DAMNOK TOEK PROJECTS

We do not consider our beneficiaries to be a tourist attraction and we feel it is our responsibility to protect and maximize the safety and well-being of the beneficiaries attending any of our projects.

Damnok Toek Cambodia has a Vulnerable People Protection Policy that any visitor is obliged to read, approve and sign before the visit can take place (it can be found on our website).

Visits have the following conditions:

- Individuals wishing to visit projects must first contact a responsible person (Director, Coordinator or Technical Advisor). If approved, the person responsible will inform the staff about the visit.
- Visitors are allowed to visit projects only after approval by a responsible person.
- Motivation of the visit must be clarified with the responsible person.
- All visitors will have to be registered at the reception.
- Taking pictures is not permitted except under certain conditions, which can be found in the Vulnerable People Protection Policy.
- Visitors will be accompanied by staff member at all times and will follow the Vulnerable People Protection Policy.
- Giving anything directly to the beneficiaries is not allowed, as DT wants to treat all beneficiaries in its projects equally.
- If visitors want to give money, DT invites them to opt for a donation to our account.
- Given the fact that DT has a budget to ensure our beneficiaries' needs, any donation should be first discussed with DT team to identify what the needs are.
- As staff members are responsible to accompany visitors and visits cannot exceed 2 hours.
- Visitors must respect Cambodian customs and dress appropriately in the Cambodian context, meaning that visitors should wear trousers or skirts covering their legs at least up to the knees and shirts covering the upper body and at least the shoulders.
- Visitors from organizations that DT has relationships with or is seeking to establish relationships with have priority.

Damnok Toek will take legal measures (e.g. report to relevant authorities) against visitors when concerns of our beneficiaries abuse arise.

Visitor
Signature

.....

Name.....

Date.....

DT Representative
Signature

.....

Name.....

Date.....



ANNEX 3 GUIDELINES FOR JOURNALISTS



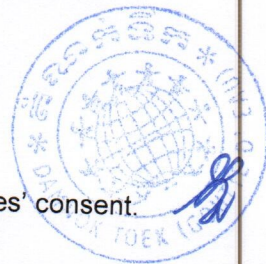
Damnok Toek is a Cambodian organization working with vulnerable children, adults, and their families, by implementing rehabilitation, reintegration and prevention activities. Around 800 individuals benefit on a daily basis from our different projects located in Poipet, Neak Loeung and Kep. Our work is possible thanks to the support of international donors and we also work under formal agreements with the relevant Cambodian ministries.

DT works with very complex target groups of vulnerable and underprivileged individuals including but not limited to trafficking victims, street working/street living people, people with disabilities and victims of exploitation or abuse. DT team is highly committed to support these individuals in developing their capacities and optimising their opportunities in enjoying their rights and accessing their basic needs.

It can be difficult for outsiders to understand the complex context that we are working in. As we focus on the protection of vulnerable people and respect minimum standards, we are particularly rigorous on external visitors. To prevent visitors and journalists from having a negative effect on our work, we have developed the following guidelines and rules:

Damnok Toek (Goutte d'Eau) requests anyone visiting to apply the following rules:

1. DT has a Vulnerable People Protection Policy you will have to read, approve and sign. You will have to read our most recent annual activity reports, in order to get a better understanding of our work.
2. You will always be with one of our staff members.
3. Before any interview conducted with our beneficiaries, the topic and questions must be discussed and approved with the director and/or coordinators.
4. Any questions you would like to ask the beneficiaries, must first be discussed with the corresponding staff, in order to avoid interference in the beneficiaries' well-being and rehabilitation process.
5. The Executive Director will be responsible to seek the following information:
 - *Who is your employer?*
 - *What is the subject of your article/report?*
 - *Where will it be published?*
 - *How long do you plan to stay?*
 - *How many people will your team be composed of?*
 - *Why have you selected Damnok Toek for this article/report?*
 - *Any other question(s) not stated here, but deemed relevant in the particular situation.*
6. You must respect the dignity, privacy and intimacy of the beneficiaries.
Males cannot enter shelters where females live.
Females cannot enter shelters where males live.
7. All visitors should be aware of DT's photography and filming restrictions.
 - Photos should never be taken without permission from staff and beneficiaries' consent.
 - Photos or films can never be taken without the presence of a staff member



- Under the trafficking law, newspapers and other mass media are prohibited from any publishing or broadcasting, which can lead to public knowledge of identities of victims in the offences specified in this law.
- Full names of the beneficiaries should never be mentioned in any publication or broadcasting.
- It is strictly forbidden to take pictures of naked or half-naked beneficiaries.

Further requests:

- Any article or material produced using DT projects as a subject, must reflect the organization's vision and mission, including in translations.
- Before publishing any article/documentary/report etc., we expect you to show us the final version and DT has the right to request changes.
- DT address will be shown clearly in the final article/documentary/report etc.
- A sample version will be sent to our office when published.
- Copies of the original photos and videos should be shared with DT.

Any lack of respect concerning those measures could lead to legal proceedings

Damnok Toek will take legal measures (e.g. report to relevant authorities) against journalists when concerns of beneficiaries abuse arise

Name of the journalist Name of the media represented	Damnok Toek Representative
Date...../..... Signature	Date...../..... Signature



ANNEX 4 Volunteering at Damnok Toek (Goutte d'Eau)

Damnok Toek is a Cambodian organization working with vulnerable people and their families, by implementing rehabilitation, reintegration and prevention activities.

Around 800 individuals (children and adults) benefit on a daily basis from our different projects located in Poipet, Phnom Penh, Neak Loeung and Kep. Our work is possible thanks to the support of international donors. DT works under formal agreements with the relevant Cambodian ministries.

DT works with very complex target groups of vulnerable and underprivileged people including, but not limited to, trafficking victims, street working/living people, children and adults with disability and victims of exploitation or abuse. DT team is highly committed to support these individuals in developing their capacities and optimise their opportunities in realizing their rights and accessing their basic needs.

DT pays particular attention to any person that will be in touch with our beneficiaries, including visitors, journalists, local and international staff. **DT therefore has a Vulnerable People Protection Policy that every individual involved in DT in any way should read, sign and comply to.**

The high number of volunteer applications that DT receives has led us to implement an additional policy that any volunteering candidate is expected to follow. Any person wishing to volunteer with DT is expected to:

1. Work based on the organization's needs, which means the volunteer can be designate to any of the mentioned DT's center in Cambodia;
2. Work on building the capacity of the local staff in order to increase the organization's sustainability.

Therefore:

3. DT will not work with volunteers on functions that can be done by local staff (like teaching);
4. Direct interaction with our beneficiaries, without involvement of local staff, is not allowed.

Besides the conditions above, the following conditions apply to any person wishing to volunteer at DT:

- Long term availability, at least 3 months (except for medical doctors);
- Minimum age of 23;
- Studies in the required field must have been completed;
- Have proven skills in the required field;
- Experience working overseas, preferably in developing countries;
- Provide DT with an official proof/certificate of good conduct;
- Be in good health;
- Make sure to have all necessary vaccinations;
- Organize their own accommodation (staying at the centers is not allowed).

Any person interested in volunteering at DT should send a motivation letter, CV, references and an official proof/certificate of good conduct to Damnok Toek (Goutte 'Eau), to the attention of the Executive Director's office: ed@damnoktoek.org

