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MATERIAL INNOVATION INSTITUTE SAFEGUARDING POLICY

Purpose of Policy

The purpose of this policy is to protect people, particularly children and at-risk adults, from any harm caused by coming into contact with Material Innovation Institute (d/b/a Material Innovation Initiative) or its team, including staff, interns, volunteers, and our Board of Directors. This policy lays out the commitments made by Material Innovation Initiative and informs Material Innovation Initiative personnel of their responsibilities in relation to safeguarding.

We have a responsibility to:

- ensure that we do no harm to our clients, brands, the movement, and/or other beings;
- safeguard children and adults at-risk with whom we come into contact in the course of our work; and
- safeguard our employees, interns, volunteers, and consultants from all risks to their safety and wellbeing that may arise in the course of their work.

Definitions

- a **child** as anyone under the age of 18 years old.
- an **adult at-risk** is an individual aged 18 or over, who:
 - has needs for care and support; and
 - is experiencing, or at risk of, abuse or neglect; and
 - as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.
- **Harm: psychological or physical abuse including but not limited to:**
 - sexual harassment, abuse and exploitation
 - criminal exploitation
 - cyber abuse
 - modern day slavery
 - negligent treatment
 - self-neglect
 - physical or emotional abuse
 - bullying or harassment



- health and safety
 - commercial exploitation
 - extremism and radicalization
 - forced marriage
 - human trafficking
 - female genital mutilation.
- **Material Innovation Initiative personnel** - anyone employed or engaged directly or indirectly by Material Innovation Initiative and includes directors, staff, volunteers, work placement students, interns, trainers, and consultants.
 - **Safeguarding:** means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially adults at risk, clients, brands, the movement, and children, from that harm; and to respond appropriately when harm does occur.

While this policy focuses on the workplace responsibilities of personnel, responsibilities to safeguard and promote the welfare of children and adults at risk extends to an individual's personal and domestic life.

Safeguarding Procedures

We commit to addressing safeguarding throughout our work, through the three pillars of prevention, response and reporting.

Prevention

1. Ensuring that Material Innovation Initiative practices **safe recruitment and employment**.
2. Ensuring **safe environments** for provision of services and the implementation of sufficient safeguards in those environments.
3. Building a **culture of safeguarding** that values and respects all children and adults and modelling appropriate conduct in line with our values.
4. Setting out clear **roles and responsibilities** for safeguarding.

Reporting

5. Raising awareness of **child and adult protection** situations, and our procedures for identifying and reporting concerns or suspected cases.
6. Reporting any **breaches of this policy, allegations or incidents to Social Services and law enforcement** where appropriate.

Response

7. **Investigating fully** any allegations or incidents connected to this policy.

PREVENTION

1. Safe recruitment and employment

Prior to an individual's appointment being confirmed at Material Innovation Initiative, the individual will be subjected to the following vetting checks:

- A verbal check in which they are asked to disclose previous spent/unspent convictions and disciplinary or capability procedures – a form recording this check will be overseen by Material Innovation Initiative's Chief Operating Officer.
- Provision for sighting of an identity document that includes a photo.
- Provision of right to work documentation and signing a form verifying that the documentation is theirs and is valid.
- Provision of two references including at least one professional reference.
- Provision of qualification certificates if required for the role.
- Completion of a criminal record and background check if eligible or an equivalent overseas check. This background check will only ensure safeguarding and will not be concerned with instances of, e.g., bankruptcy nor will Material Innovation Initiative withhold employment, contract work, or internship from any individual who has discharged any previous criminal conviction as long as Material Innovation Initiative does not feel that this policy would be breached in hiring the individual.

Material Innovation Initiative ensures all new Material Innovation Initiative personnel complete an induction. As part of the induction process, the new starter will be provided with a copy of this safeguarding policy and will be asked for confirmation that they have read it.

2. Safe environments

The workplace

Material Innovation Initiative is a small organization staffed with committed individuals who work closely together, sometimes travelling together, and always supporting one another.

However, when we enter the Material Innovation Initiative workplace (either in person or remotely), we act as professionals and need to be mindful of others' religious and cultural beliefs and values, as well as the personal history that each of us holds close. This means that Material Innovation Initiative personnel should exercise great discretion and sensitivity in the way that we interact with each other, bearing in mind that some of us may be adults at-risk for particular reasons. We should refrain from making physical contact with each other if it might reasonably be deemed unprofessional, offensive or inappropriate to others.

Material Innovation Initiative does not operate in an office setting and all employees, interns, and volunteers work from their home or other spaces. In the case where Material Innovation Initiative has rented premises or an employee has rented premises to perform work for Material Innovation Initiative, those working in such spaces will

be mindful of bringing others into the space, and any information made available to those visiting said space. Individuals visiting or entering such Material Innovation Initiative space under the age of 18 years old may not enter the Material Innovation Initiative office(s) unless they are supervised by an adult at all times, preferably a parent or guardian. The Chief Operating Officer must be notified in writing in advance of a child entering the office, so that any necessary safeguarding measures can be put in place. For instance, it may be necessary for Material Innovation Initiative personnel to remove documentation related media or documents from sight in the event that these contain disturbing content.

Provision of counselling support in connection with work

Material Innovation Initiative recognizes that the work it carries out can exact a psychological toll on staff. The impact of such work on individual staff needs to be carefully assessed at all points throughout the working relationship. Staff, interns, and volunteers are strongly encouraged to notify their supervisor or the Human Resources Department in the event of any safeguarding incident, mental health issues, or trauma, to enable Material Innovation Initiative to take steps to support individuals in their work.

Work-related travel

All travel inherently carries risk of harm. Material Innovation Initiative has comprehensive trip planning guidance which covers risk assessments, personal protection plans and security measures. You must ensure that you follow the guidance prior to travelling with Material Innovation Initiative on work related business.

3. Culture of Safeguarding

Material Innovation Initiative's culture places great value on diversity, differing opinions, transparency, and the worth of each individual irrespective of their place in the organization.

There is an organizational hierarchy at Material Innovation Initiative, which confers certain responsibilities on staff. Staff must be mindful that there may be concerns, some confidential, that have bearing on these plans and certain organizational decisions, and one of those concerns is safeguarding. For example, it might be that a staff member is not sent on a particular work trip on account of mental health issues, but that the reason for this decision is not provided to their team because their mental health is sensitive personal information.

a) Contact with children

Material Innovation Initiative personnel, in the course of their work, rarely, if ever, come into contact with children and young people although our staff, interns, and volunteers may do so at, e.g., career fairs, university speaking engagements, events, and conferences, to name a few. Material Innovation Initiative personnel should take measures, to the extent that this is possible, to ensure that they are not alone with a child, and that the child has their parent or guardian present. Staff may sometimes observe directly, infer from statements made or hear information that raises concerns about a child's welfare. In such a case, staff should raise these concerns at the earliest opportunity in line with the reporting section set out below.

b) Contact with adults at risk

Material Innovation Initiative staff should be mindful of the power dynamics and vulnerability of the person or person with whom they are interacting.

Due to the nature of Material Innovation Initiative's work, we are unlikely to encounter adults at risk, especially as the risk of harm will be due to circumstances outside of Material Innovation Initiative's control. However, we still have a responsibility to ensure that we create safe culture in how we work with those we encounter. We should also ensure that we know how and when to raise concerns about ongoing safeguarding concerns.

Staff will be provided with regular training and guidance on safeguarding generally and in relation to specific cases.

Interactions with others – best practice

In working with others, Material Innovation Initiative staff, interns, volunteers, and Board of Directors will seek in all circumstances to:

- Ensure that communication with individuals outside Material Innovation Initiative is professional, transparent and open;
- Put in place, and keep to, clear boundaries in communications with others outside Material Innovation Initiative;
- Set clear and realistic expectations of the level of support that can be provided;
- Take steps to ensure that in-person contact with an adult at risk is not in a one-to-one environment;
- Keep written records of all interactions with clients, brands, prospective supporters, or anyone else outside Material Innovation Initiative personnel; and
- Raise safeguarding concerns internally at an early stage.

c) The media and public materials

Images of children and adults at risk in the public domain can put these individuals at risk of further harm. Therefore, Material Innovation Initiative will obtain informed consent in writing for the use of an image of a child or of an adult at risk where they are identifiable. All attributable quotations or case studies will also require authorization in writing in advance. In the event that a person does not have the capacity to give informed consent, or where direct contact with the individual is not possible; an individual with authority to act (i.e. parent, next of kin, individual with power of attorney) should provide this.

4. Clear Roles and Responsibilities

Safeguarding is everyone's responsibility. All Material Innovation Initiative personnel who, during the course of their employment or engagement with Material Innovation Initiative have direct or indirect contact with children or adults at-risk, or who have access to information about them, have a responsibility to safeguard and promote their welfare.

C-Suite and Directors Responsibilities

- a) C-Suite Officers are responsible for ensuring that those who come into contact with Material Innovation Initiative are not harmed in any way through contact with it.
- b) The directors will ensure that:
- All Material Innovation Initiative personnel have access to, are familiar with and know their responsibilities as set out in this policy;
 - Safeguarding procedures are implemented when recruiting and contracting Material Innovation Initiative personnel;
 - Staff receive regular training on safeguarding;
 - Reports of safeguarding concerns are followed up promptly and in accordance with best practice;
 - An annual audit of safeguarding concerns raised takes place; and
 - This policy is reviewed annually as per local and federal laws and/or 501(c)(3) best practices.

Leadership Responsibilities

- c) The Chief Operating Officer is accountable to directors for safeguarding within the organization and will ensure a clear framework for the management accountability for safeguarding is in operation.
- d) The Chief Operating Officer will stay abreast of developments on safeguarding best practice, advise on changes to policy and practice and coordinate Safeguarding reporting.
- e) The Chief Operating Officer shall ensure that timely, accurate external reports are made as set out in this policy.
- f) The Chief Executive Officer must communicate any breaches of safeguarding directly to the directors.

Material Innovation Initiative Personnel Responsibilities

- g) Material Innovation Initiative personnel **must not**, under any circumstances:
- Engage in sexual activity with a child or adult at risk;
 - Sexually abuse or exploit a child or adult at risk;
 - Subject a child or adult at risk to physical, emotional or psychological abuse or neglect;
 - Exchange money, employment, goods or services for sexual activity.
- h) Material Innovation Initiative personnel **must**:
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of this policy;
 - Report any concerns or suspicions regarding safeguarding.

Material Innovation Initiative Partners

Material Innovation Initiative's partners have a duty, under the terms of our Partnership Agreement, to notify Material Innovation Initiative of any safeguarding incident or allegation. It is therefore important to ensure that we

do have a Partnership Agreement in place with all Partners who we work closely with and that we ensure they have an appropriate safeguarding policy in place.

Reporting

5. Raising awareness of child and adult protection situations

If anyone (including staff, volunteers, interns, leadership, or the Board of Directors) becomes aware that **any individual is at imminent risk of serious harm**, they should contact the police to report this where this is appropriate. Where the risk of harm is not imminent, we would expect you to raise these concerns internally so that we can advise on the most appropriate cause of action.

If anyone becomes aware that there is a risk of harm related to **Material Innovation Initiative but not directly connected to our work**, Material Innovation Initiative will take advice from counsel on a case-by-case basis to carry out a risk assessment and agree any specific guidance for the casework team. Material Innovation Initiative may also take advice from any local safeguarding experts on any external reporting requirements.

If anyone becomes aware that there is an **allegation or incident of harm to a person connected with our work** this must be reported as a breach of this safeguarding policy as soon as reasonably practicable (within 24 hours of become aware of the allegation or incident).

Where there is an **allegation or incident of harm connected with any Material Innovation Initiative personnel or any other breach of this policy** this must be reported as soon as reasonably practicable (within 24 hours of become aware of the allegation or incident).

In the first instance, reports should be raised with any one of the following:

- The individual's supervisor;
- The Chief Operating Officer in her role as Human Resources; or
- The Chief Executive Officer.

While we would always encourage individuals to speak with their supervisor in the first instance the most important thing is that safeguarding concerns are reported without delay and any of the individuals above can be notified.

Where a supervisor or point of contact has been notified of a safeguarding incident they should discuss the appropriate response with the Chief Operating Officer prior to taking action.

If an allegation or incident relates to a member of the Leadership Team it may be raised through the whistleblowing channels to the nominated point of contact, including any or all of the directors of the Board of Directors.

For the avoidance of any doubt, no Material Innovation Initiative personnel will suffer any negative treatment for raising a safeguarding concern.

6. External reporting to Local Authorities and law enforcement where appropriate

The Chief Operating Officer shall ensure that:

- Any safeguarding allegation or incident connected with Material Innovation Initiative’s work is reported to the relevant social services authorities as a serious incident, where applicable.
- Where an allegation or incident amounts to a criminal offense the default position is that it is reported to the necessary law enforcement, unless there is a legitimate reason not to report such as where it is clear that to do so would put the individual at further risk of harm.
- Referrals are made to the relevant local authority/social services body where there is concern that a child or adult at risk is suffering significant harm or is likely to do so.
- Legal advice is taken in the countries in which we are working, to ensure appropriate external referrals are made.
- Safeguarding incidents connected with external donors are notified to the donors in line with the terms of our agreement with them.

Response

7. Investigating Fully

- a) Any allegation of a breach of this Safeguarding Policy shall be taken extremely seriously and will be investigated fully in line with best practice guidance.
- b) Where appropriate, Material Innovation Initiative shall appoint independent experts to carry out an investigation into a safeguarding allegation connected with Material Innovation Initiative