



OFFICE OF THE CHAIRMAN OF THE BOARD OF TRUSTEES

EXECUTIVE DIRECTIVE: Safeguarding and Protection Policy

Directive Number: TF-DIR-2026-005

Date of Issuance: May 18, 2026

Effective Date: June 1, 2026

1. PURPOSE & RATIONALE

In alignment with the Turathuna Foundation's commitment to institutional excellence, rigorous governance, and compliance with the standards required by our international partners and donors, the Board of Trustees has formally approved the **Safeguarding and Protection Policy**.

The implementation of this policy is essential to ensure that our operations remain transparent, ethically sound, and fully aligned with global best practices in cultural heritage preservation and humanitarian action.

2. MANDATORY COMPLIANCE

Pursuant to the authority vested in the Chairman of the Board of Trustees, and in accordance with the Foundation's bylaws, all personnel—including Board members, management, staff, volunteers, consultants, and implementing partners—are hereby directed to adhere strictly to the guidelines and procedures set forth in the attached policy.

3. IMPLEMENTATION & ENFORCEMENT

- **Effective Date:** This policy shall come into full force and effect starting **June 1, 2026**.
- **Responsibilities:** Department heads and Project Managers are responsible for the immediate dissemination of this policy to their respective teams and for conducting necessary training to ensure full understanding and operational alignment.
- **Compliance:** Failure to adhere to the provisions of this policy may result in disciplinary action, as outlined in the *Code of Ethics and Professional Conduct*.

4. REVIEW & UPDATES

This policy shall be subject to periodic review by the Board of Trustees to ensure its ongoing effectiveness in the face of evolving operational challenges. Any proposed amendments must be submitted to the Board for formal approval.

5. ATTACHMENTS

Attached to this directive is the full version of the **Safeguarding and Protection Policy**, which serves as the official operational guide for the Foundation.

BY ORDER OF THE BOARD OF TRUSTEES:



Lama Abboud

Chair of the Board of Trustees

Turathuna Foundation



Cc:

- Executive Director
- Finance Department
- HR Department
- Project Managers
- Central Policy Repository



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1. INTRODUCTION AND COMMITMENT

The Turathuna Foundation is deeply committed to the principle of "Do No Harm." We recognize that our work in heritage conservation, community capacity building, and cultural revival places us in positions of trust within the communities we serve.

We maintain a strict **zero-tolerance policy** towards Sexual Exploitation, Abuse, and Harassment (PSEAH), child abuse, bullying, and any form of discrimination or abuse of power. This policy ensures that all Turathuna operations, physical restoration sites, educational programs, and public events remain safe, respectful, and dignified environments for all individuals, particularly children and vulnerable adults.

2. SCOPE OF APPLICATION

This policy is mandatory and applies universally to:

- All Turathuna Foundation staff, Board of Trustees members, and management.
- All volunteers.
- Consultants, contractors, artisans, and partnering organizations working under the Turathuna banner.
- Media personnel and visitors to Turathuna projects or sites.

3. CORE DEFINITIONS

- **Safeguarding:** The preventive and responsive measures taken to protect people (particularly children and vulnerable adults) from harm, abuse, and exploitation caused by staff, representatives, or operations.

- **Child:** Any human being below the age of 18 years.
- **Sexual Exploitation (SE):** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes.
- **Sexual Abuse (SA):** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- **Sexual Harassment (SH):** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

4. CHILD PROTECTION GUIDELINES

Given our extensive work with children and youth, specific child protection protocols are strictly enforced:

- **Rule of Two:** Personnel and volunteers must never be alone with a child or youth in an isolated or private environment. At least two adults should be present during youth activities.
- **Physical Boundaries:** Maintain appropriate physical boundaries at all times. Physical contact must be strictly non-intrusive, culturally appropriate, and initiated only when necessary for safety or in a public, group setting.
- **Media and Photography:**
 - No photographs or videos of children may be taken or published without the explicit, informed consent of their parents or legal guardians.
 - Images must preserve the dignity of the child (e.g., children must be adequately clothed, not depicted in degrading situations).
 - Personal details (full names, home addresses) of children will not be published alongside images.
- **Safe Spaces:** All educational activities and field tours involving minors must be risk-assessed to ensure the physical and psychological safety of the environment.

5. PREVENTION OF SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT (PSEAH)

Turathuna recognizes that power imbalances exist in recovery and humanitarian contexts. To prevent abuse of this power:

- **No Transactional Relationships:** The exchange of money, employment, goods, or services (including assistance related to foundation projects) for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior, is strictly prohibited.
- **Professional Boundaries:** Staff and volunteers must maintain strictly professional relationships with community members, program beneficiaries, and contractors.

- **Workplace Harassment:** Turathuna fosters a safe working environment. Sexual harassment, bullying, or intimidation among staff, volunteers, or board members will result in immediate disciplinary action.

6. SAFE REPORTING MECHANISMS

The Foundation ensures that reporting concerns is safe, confidential, and accessible.

- **Reporting Channels:** Staff, volunteers, and community members can report safeguarding concerns via a dedicated, confidential email address (SpeakUp@turathuna.org), a secure phone line, or directly to the Foundation's designated Safeguarding Focal Point.
- **Whistleblower Protection:** Turathuna strictly prohibits any retaliation against individuals who report safeguarding concerns in good faith.
- **Mandatory Duty to Report:** All Turathuna personnel and volunteers have a mandatory obligation to report any suspected or actual safeguarding violations immediately. Silence or complicity is considered a breach of this policy.

7. SURVIVOR-CENTERED RESPONSE AND INVESTIGATION

All reports of safeguarding violations will be treated with the utmost seriousness.

- **Survivor-Centered Approach:** The safety, dignity, rights, and wishes of the survivor are the primary consideration in any response.
- **Confidentiality:** Information regarding safeguarding reports will be restricted to a strict "need-to-know" basis to protect the privacy of the survivor and the integrity of the investigation.
- **Investigation:** Reports will trigger a prompt, impartial internal investigation. Where necessary, and with the survivor's consent, cases may be referred to appropriate local authorities or specialized psychosocial support services.
- **Disciplinary Action:** Violations of this policy constitute gross misconduct and will result in disciplinary action, which may include immediate termination of employment, volunteer status, or contract.

8. RECRUITMENT, TRAINING, AND CAPACITY BUILDING

- **Safe Recruitment:** To the extent possible within the local context, the Foundation will conduct background and reference checks on all potential staff and key volunteers to assess their suitability to work with vulnerable populations.
- **Mandatory Induction:** Every new employee, board member, and volunteer must sign the Turathuna Code of Conduct and undergo a mandatory safeguarding induction before commencing their duties.

- **Ongoing Awareness:** The Foundation will integrate safeguarding principles into ongoing community activities and staff training, ensuring the policy remains a lived reality rather than just a document.

9. POLICY REVIEW

The Board of Trustees holds ultimate accountability for the implementation of this policy. The Safeguarding and Protection Policy will be reviewed annually, or following any significant incident, to ensure it remains effective, compliant with international standards, and culturally appropriate for the Syrian context.