



<u>Policy Approver:</u>	Board
<u>Policy Owner:</u>	Chief Executive Officer
<u>Policy Lead:</u>	Safeguarding Focal Point (currently the Chief Legal, Risk & Sustainability Officer)
<u>Date Last Approved:</u>	24 June 2026

Safeguarding Policy

Overall purpose: This policy explains WWF-Australia’s commitments and requirements for safeguarding children and other people in vulnerable situations and preventing sexual exploitation, abuse and harassment. It also provides guidance on what to do if issues arise or there is non-compliance. Safeguarding is foundational to rights-based, locally-led conservation – our ability to deliver meaningful impact depends on people feeling safe, respected and able to participate.

1 Who This Policy Applies To

This policy applies to:

- All WWF-Australia personnel, including directors, employees, interns, students on vocational placement, volunteers and independent contractors or consultants. Unless this policy states otherwise, it applies to personnel to the extent its requirements are relevant to the nature of their relationship with WWF-Australia.
- All partner organisations and their downstream partners, as well as contractors, suppliers and other third parties associated with our work, to the extent relevant.
- Any official visitors.

See **Annexure A – Glossary of Terms** for definitions of “partner organisation”, “downstream partner”, “personnel” etc. Section 7 below provides more detail on the requirements for partner organisations and other third parties.

2 Legal and Regulatory Framework

Relevant laws, regulations and standards

This policy is guided by the following:

- **Australian Charity and Not-for-profit Commission (ACNC) Governance and External Standards** – Core governance requirements for Australian Charities, including in relation to safeguarding people in vulnerable situations.
- **Working with children and vulnerable people laws** – State and Territory legislation governing background screening for individuals working with children or vulnerable people.

- **Mandatory reporting laws** – State and Territory legislation governing the reporting of suspected child abuse or harm to relevant authorities.
- **Other relevant Australian legislation** – *Sex Discrimination Act 1984* (Cth), State and Territory Work Health and Safety legislation, the *Modern Slavery Act 2018* (Cth), the *Fair Work Act 2009* (Cth), the *Privacy Act 1988* (Cth) and the *Criminal Code Act 1995* (Cth).
- **DFAT Child Protection Policy and DFAT PSEAH Policy (2025)** – Australian Government policies setting mandatory safeguarding standards for organisations receiving Australian aid funding.
- **Australian Council for International Development (ACFID) Code of Conduct** – Industry code promoting ethical practices in international development.
- **Fundraising Institute of Australia (FIA) Code of Conduct** – Industry code setting ethical standards for fundraising practice in Australia.
- **Australian Government frameworks** – The Commonwealth Child Safe Framework, and the Australian National Principles for Child Safe Organisations.
- **Convention on the Rights of the Child** – International human rights treaty.
- **WWF Network Core Standards – Child Safeguarding and Discrimination and Harassment** – Principles and minimum expectations for all WWF offices.

Relationship with other policies

If this policy overlaps or conflicts with the Workplace Anti-Bullying, Harassment and Discrimination Policy (or any other WWF-Australia policy), this Safeguarding Policy applies for all safeguarding matters involving children or people in vulnerable situations.

3 Important Definitions

In this policy, certain key terms are defined for clarity. For common definitions used across multiple policies, please refer to **Annexure A – Glossary of Terms** at the end of this document.

- By “**child**” and “**children**”, we mean any person under the age of 18, regardless of local laws on the age of majority.
- By “**child exploitation, abuse and harm**”, we mean any act against or involving a child that constitutes physical, sexual, emotional or online/digital abuse, ill-treatment or neglect; grooming (including online grooming); trafficking, child labour or forced labour; child marriage; female genital mutilation; possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material; using a child for profit, sexual gratification or any other personal or financial advantage; or coercing another person to commit any of the above. It also includes a child witnessing any such conduct against another child or adult.
- By “**harm**”, we mean any detrimental effect on an individual’s physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect and/or sexual abuse, sexual exploitation, or other conduct, whether intended or unintended.
- By “**modern slavery**”, we mean any conduct constituting modern slavery under applicable modern slavery laws, including the *Modern Slavery Act 2018* (Cth).

This includes slavery, servitude, forced labour, human trafficking, debt bondage, forced marriage and deceptive recruiting, and the worst forms of child labour.

- By “**PSEAH**”, we mean the protection from sexual exploitation, abuse and harassment, or SEAH, which includes both prevention and response.
- By “**sexual exploitation, abuse and harassment**” or “**SEAH**”, we mean one or more of the following actions:
 - **Sexual exploitation**: any actual or attempted action to use a position of power, trust or vulnerability for sexual purposes, including for monetary, social or political gain.
 - **Sexual abuse**: any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes all forms of sexual assault and other non-consensual sexual activity.
 - **Sexual harassment**: any unwelcome conduct of a sexual nature where a reasonable person would anticipate the person being harassed might feel offended, humiliated or intimidated. It can be a one-off incident or repeated, and can occur in person, over the phone or online. It can be physical, verbal or non-verbal.
- By “**victimisation**” we mean conduct that causes or intends to cause detriment to a person because that person has made, is suspected of having made, or plans to make a complaint or provide information or evidence about a complaint.
- By “**victim-survivor**”, we mean an individual who is, or has been, sexually exploited, abused or harassed, or who has experienced child exploitation, abuse or harm. The term ‘victim-survivor’ acknowledges both the harm suffered (victim) and the resilience or agency of the individual in coping with the aftermath (survivor).
- By a person or people in a “**vulnerable situation**”, we mean a person who may be at increased risk of harm or exploitation due to their circumstances, identity, or situation. Vulnerability is not inherent in any individual, it arises from context, including social norms, behaviours and attitudes towards factors such as age, gender, gender identity, sexual orientation, race, ethnicity, disability, socio-economic status, displacement or systemic marginalisation, as well as situations of dependency, unequal power, or inability to protect oneself from harm. All children are considered to be in a vulnerable situation.

4 Our Commitments and Guiding Principles

This section outlines the core principles that guide WWF-Australia's approach to safeguarding and the commitments we make to uphold these principles in our work.

Guiding principles

- **Zero tolerance**: We have zero tolerance for child exploitation, abuse and harm, and sexual exploitation, abuse and harassment. This includes zero tolerance for failing to appropriately prevent, report or respond to such conduct.
- **Do no harm**: We take a do no harm approach. Where children are involved or may be affected by our work and activities, we act in the best interests of the child and prioritise children's rights, safety and wellbeing. When it comes to sexual exploitation, abuse and harassment, we prioritise the safety, rights, needs and

wishes of the victim-survivor, including dignity, confidentiality, being kept informed and access to appropriate supports.

- **Inclusion and equity:** We apply an intersectional approach to safeguarding, meaning we recognise that a person's safety, and their ability to report concerns and access support, can be affected by overlapping factors such as gender, age, disability, cultural background, or socioeconomic disadvantage. We work to remove barriers, so safeguarding is inclusive and culturally safe, consistent with WWF-Australia's commitment to Inclusive Conservation and the rights of First Nations peoples and local communities to participate safely and meaningfully in regenerative conservation.
- **Prioritising prevention:** We are proactive in preventing harm by embedding safeguarding in policies, programs, partnerships, recruitment and screening, training and daily operations in both physical and online environments.
- **Empowering and participatory:** We support children (in age-appropriate, voluntary and safe ways) to participate in decisions affecting them and engage families, communities and groups most affected by risk to shape safeguarding information, prevention measures and reporting pathways. Where our work involves First Nations peoples or local communities, we respect the principle of ongoing, free, prior and informed consent and support locally-led, culturally safe approaches to safeguarding.
- **Victim-survivor centred / child-centred:** We prioritise the safety, dignity, confidentiality, rights, needs and wishes of victim-survivors. For matters involving children, we listen and act in accordance with the wishes of the child, and apply child-centred approaches.
- **Safe reporting:** We require prompt reporting of safeguarding concerns and maintain reporting and response mechanisms that are clear, confidential, culturally appropriate and accessible (including child-friendly formats where relevant), protect people from retaliation, and support timely, appropriate action.
- **Leadership and culture:** Safeguarding is embedded in our governance, leadership and culture through clear accountability, resourcing, regular review and improvement, and reporting on safeguarding performance.

Organisational commitments

We are committed to:

- **Maintaining zero tolerance** for child exploitation, abuse and harm, and for sexual exploitation, abuse and harassment, including zero tolerance for inaction to prevent, report or respond.
- **Protecting children and other and people in vulnerable situations** engaged in or affected by our work by providing safe, respectful and inclusive environments across all programs, partnerships and operations.
- **Preventing harm** through systematic risk management, safe recruitment and screening and embedding safeguarding across all activities.
- **Building safeguarding capability** through mandatory annual training and Code of Conduct acknowledgement for all personnel.
- **Ensuring effective governance and oversight**, including regular Board reporting and safeguarding as a standing Board agenda item.

- **Maintaining safe, accessible and confidential reporting pathways** for all stakeholders, with clear protection for those who speak up in good faith.
- **Supporting victim-survivors** by facilitating access to appropriate support services as appropriate, such as medical, psychological, legal and socio-economic assistance and referrals.
- **Addressing modern slavery risks**, including exploitative child labour, within our operations, partnerships and supply chains, and ensuring that WWF-Australia merchandise is safe for children.
- **Promoting continuous improvement**, by monitoring performance, learning from incidents and reviews, and strengthening safeguarding culture and systems.

5 Implementing This Policy in Practice

This section describes how the principles and commitments of this policy are implemented in practice. It includes the key requirements we must meet and identifies any supporting procedures or tools that help ensure compliance.

Key requirements

This section summarises the key requirements of this policy. Further detail on reporting, training and other processes is provided in the sections that follow.

- **Safe recruitment and screening:** WWF-Australia ensures no person is engaged to work with children or people in vulnerable situations where they pose an unacceptable risk. Our safe recruitment and screening practices include:
 - Role-based safeguarding risk assessment
 - Appropriate criminal record or police checks
 - Safeguarding-focused interview and reference questions
 - Mandatory acknowledgement of, and compliance with, the Code of Conduct (with disciplinary consequences for breach)
 - Additional screening for higher-risk roles, such as Working with Children or Vulnerable People checks (or local equivalents)

Detailed requirements are set out in the Recruitment and Screening Guidelines.

- **Safeguarding training:** WWF-Australia requires all personnel to complete safeguarding (child protection and PSEAH) training at induction and annual refresher training, proportionate to risk of relevant roles (including expected behaviours, reporting obligations and other requirements) and maintains a documented training framework and attendance records. Training requirements are detailed in the Safeguarding Procedures.
- **Risk management:** Safeguarding risk assessments must be conducted for all programs, partnerships, and activities, reviewed at least annually, and updated as needed. Risk management processes are detailed in the Safeguarding Procedures and aligned with our Risk and Compliance Framework.
- **Reporting:** All personnel and official visitors must report any actual or suspected safeguarding concern (including child exploitation, abuse or harm, and sexual exploitation, abuse or harassment) as soon as possible and within 24 hours. If anyone believes a person is at immediate risk of harm, contact emergency

services (000 in Australia or local equivalent) first, then report internally when safe to do so. WWF-Australia does not tolerate retaliation against anyone who raises a concern in good faith. Section 6 of this policy sets out how to report a concern, available reporting channels and how we respond.

- **Safe and ethical communications:** All communications must respect dignity and privacy. Personnel and official visitors must obtain prior, informed and ongoing consent from the individuals involved (and parents or guardians where applicable) before capturing images, videos or developing stories, using official WWF-Australia consent forms and/or tools. Records of consent must be kept up-to-date and safely secured in accordance with privacy requirements. Individuals must be portrayed respectfully and not depicted as vulnerable or submissive. Detailed requirements are in the Code of Conduct and Talking Our Walk Guide.

Supporting procedures and resources

This policy, together with the Code of Conduct and Safeguarding Procedures, forms part of WWF-Australia's broader Safeguarding Framework. The following procedures and resources support implementation of this policy:

- **Code of Conduct:** Sets out expected and prohibited behaviours for all personnel and official visitors, including safeguarding-specific standards. The expected safeguarding behaviours in the Code of Conduct are also included at **Annexure B** of this policy.
- **Safeguarding Procedures:** Operationalises this Safeguarding Policy, detailing roles and responsibilities, reporting mechanisms and investigation processes, risk assessment and management, recruitment and screening requirements, training delivery, use of images and stories, partner engagement, event and field work protocols, sanctions and consequences, and monitoring and review processes.
- **Safeguarding tools and guidance** for personnel and partner organisations covering programs, projects, activities and events, recruitment, engagement of contractors and safe and responsible communication.

All the above resources are available on our Safeguarding SharePoint site, which is the single source of truth for safeguarding information across WWF-Australia. It is regularly reviewed to ensure materials are relevant and up-to-date.

6 Reporting and Responding to Breaches

How to report a concern

Reports can be raised by anyone. If you suspect that this policy has been breached or is likely to be breached, please report it as soon as possible and within 24 hours. Once reported, the Safeguarding Focal Point will ensure the report is promptly investigated and escalated as needed within WWF-Australia.

Reports can be made through one of the following channels:

- **By email** to the Safeguarding Focal Point/WWF-Australia designated safeguarding inbox: safeguarding@wwf.org.au
- **By telephone:** 1800 032 551 (+61 2 8000 0303 if calling outside of Australia), please specify it's a safeguarding report.
- **In writing:** Safeguarding Focal Point, Suite 3.01, Level 3, 45 Clarence Street Sydney NSW 2000 PO Box 528.

- **In person:** by talking to a WWF-Australia staff member directly.
- **WWF's independent global reporting mechanism** (the WWF International EthicsPoint at wwfinternational.ethicspoint.com)
- **Emergency reporting:** If anyone believes a person is at immediate risk of harm or a criminal offence may be occurring, contact emergency services (000 in Australia or local equivalent overseas) and then report internally when safe to do so.
- **External reporting:** Where appropriate, the Safeguarding Focal Point will report to relevant authorities such as the police, the Australian Government's Department of Foreign Affairs and Trade (DFAT) (within 24 hours where DFAT business is involved), or other government departments as relevant.

How we respond to concerns

We take all reports seriously and handle them with care.

- **Investigation and escalation:** The Safeguarding Focal Point must promptly investigate the report and inform the Chief Executive Officer, Board and WWF International as appropriate.
- **Confidentiality, fairness and respect:** We treat every report in a confidential, respectful and lawful way with procedural fairness. We will protect the privacy of everyone involved and only share information with those who need to know or when the law requires it, for example, to ensure safety or meet legal obligations.
- **No retaliation:** Anyone who raises a concern in good faith will not face retaliation, disadvantage or unfair treatment as a result. Retaliation of any kind is not tolerated. If you experience or witness retaliation, please report it to the Chief Executive Officer or through our Speak Up Policy, Workplace Grievances Policy or other complaints handling channels. Reports will be handled seriously and appropriately.

Consequences of not following this policy

Not following this policy can lead to consequences, depending on how serious the issue is.

- **For WWF-Australia personnel:** If you do not meet this policy's requirements (including failing to provide necessary information or disclosures), it may be considered misconduct or serious misconduct under our HR policies. Depending on the situation, this could lead to coaching, formal warnings or termination of employment or engagement (in serious cases).
- **For partner organisations or other external parties:** If a partner organisation, downstream partner or other external organisation breaches this policy, we may increase how closely we monitor activities, pause or stop certain work, or end contracts or partnerships.

We will always aim to respond in a way that reflects the seriousness of the situation and complies with our agreements and legal obligations.

7 Partner and Third-Party Obligations

This section outlines what we expect from the external organisations and individuals we work with.

- **Partner organisations:** We require our partner organisations (including downstream partners) to have either an equivalent safeguarding framework (including a policy and code of conduct with equivalent expected safeguarding behaviours to those set out in Annexure B), or follow WWF-Australia's Safeguarding Policy. We are committed to providing guidance or training as needed to support compliance.
- **Contractors, suppliers and/or other third parties:** We take a risk-based approach when working with contractors, vendors and other third parties. Depending on the nature of the work and the level of risk, we may ask these parties to follow this policy (in full or in part) as part of their contract or agreement with us. These expectations will be clearly outlined in the relevant contract or project documents, and we will offer further clarification or support to third parties to help them meet any such obligations.

8 Communication and Training

We are committed to making sure this policy is well understood and followed by everyone it applies to.

- **Where to find it:** The latest version of this policy will be made publicly available on the WWF-Australia website and will also be accessible to personnel via our internal Wiki or intranet. This helps ensure transparency and allows external stakeholders (such as partners or donors) to understand our commitments.
- **Personnel training and awareness:** All new WWF-Australia personnel will be introduced to this policy as part of their induction and must complete safeguarding (child protection and PSEAH) training at induction. Existing personnel must complete annual refresher training proportionate to risk of relevant roles (including expected behaviours, reporting obligations and other requirements). Training may include workshops, e-learning modules, or team discussions, with a focus on how to apply the policy in day-to-day work.
- **Partner and stakeholder awareness:** We will communicate the requirements and expectations of this policy to our partners and relevant third parties, including official visitors. This may include:
 - Adding relevant obligations to contracts, agreements or project documents.
 - Discussing and highlighting this policy in partner briefings or training sessions, especially when starting new projects.
 - Providing summaries or guidance available to help ensure the policy is understood, regardless of language or cultural background.
- **Ongoing communication:** As needed, we will share updates, reminders or lessons learned through internal newsletters, team meetings or partner communications. This helps keep the policy active and relevant in our day-to-day work.

9 Roles and Responsibilities

Clear roles help make sure this policy is followed effectively. Key responsibilities include:

- **Policy Approver:** The Board approves this policy and any major updates.

- **Policy Owner:** Chief Executive Officer. This Executive team member sponsors and is accountable for this policy. They are responsible for making sure the policy is properly implemented and overseeing compliance.
- **Policy Lead:** Safeguarding Focal Point. This person manages the policy day-to-day. They develop any needed procedures, tools or training, track compliance (including reporting on key metrics or incidents), and are the main point of contact for questions. They escalate significant issues to the Policy Owner and support with investigations or reviews.
- **Executive team:** Responsible for modelling compliance with this policy and promoting a culture that upholds its principles.
- **All personnel:** Everyone covered by this policy is expected to understand it and follow it in their daily work. This includes asking for help when unsure, using the tools and guidance provided to implement the policy, helping others understand the policy and reporting any concerns or breaches.

For more detailed role descriptions, see the WWF-Australia Policy Governance Framework.

10 Records and Policy Review

Keeping records

We will keep accurate and secure records related to this policy and its implementation. This includes reports made under the policy, investigations and their outcomes, training records, and reviews or audits of policy compliance.

Records of all safeguarding reports and investigations for a minimum of fifty (50) years from the date the report is received. All other records related to this policy's implementation (including training records, risk assessments and policy reviews) will be kept for at least seven (7) years, or longer if required by law or our internal policies. All records will be stored securely to protect confidentiality and privacy.

Reviewing and updating the policy

The Chief Executive Officer and Safeguarding Focal Point are responsible for monitoring the effectiveness of this policy and ensuring it stays current.

This policy will be formally reviewed at least **every three (3) years** (aligned with DFAT recommendations), or sooner if there are major changes in our work or applicable laws, or if a triggering event occurs (see High-sensitivity policy section below). Reviews will consider changes in legislation, lessons learned from any incidents or reports, and updates in best practice within WWF or across the sector.

Between formal reviews, the Chief Executive Officer can suggest updates if new risks come up or improvements are needed. Major changes must be approved by the Board. Minor edits (like fixing typos or updating references) can be approved by the Chief Executive Officer as needed.

During a policy review, all procedures and any other associated materials must also be reviewed to ensure consistency.

High-sensitivity policy

This policy is classified as a high-sensitivity policy and must be reviewed as soon as reasonably practicable if any of the following triggering events occur:

- A relevant change in legislation, regulations, or external standards.
- A significant incident, complaint, or matter relating to this policy's subject matter.
- A material change in our programs, partnerships, or operating context.
- A finding or recommendation arising from the Annual Risk and Compliance Review.
- A recommendation arising from horizon scanning, an external review, or an audit.

The Safeguarding Focal Point is responsible for monitoring these triggers and initiating a timely review.

For more detail on how we manage policies, see the WWF-Australia Policy Governance Framework.

11 Related Policies and Resources

Use this policy together with the following related policies and resources:

- **Code of Conduct:** Sets out overarching expectations for ethical behaviour aligned with WWF Values and forms part of WWF-Australia's Safeguarding Framework.
- **Privacy Policy:** Covers the handling of personal information, which may be relevant if this policy involves data or confidentiality aspects.
- **Speak Up Policy (Whistleblower Protection):** Provides an alternative channel for reporting serious wrongdoing and protections for those who report.
- **Complaints Handling Policy:** Outlines how external and internal complaints are managed, which may interface with incident reporting under this policy.
- **Inclusive Conservation Policy:** Covers sustainable development, human rights, the rights of Indigenous Peoples, gender equality, disability inclusion and environmental management in all our programs and projects in Australia and overseas.
- **Recruitment and Screening Guidelines:** Set out consistent, equitable and inclusive recruitment and selection practices.
- **Talking Our Walk Guide:** Practical guidance for safe, ethical and culturally respectful engagement and communications in International Aid & Development contexts.
- **Data Lifecycle Management Guidelines:** Cover the collection, storage, retention and disposal of data, including personal information and consent records.
- **Workplace Anti-Bullying, Harassment and Discrimination Policy:** Sets out our approach to workplace bullying, harassment and discrimination

12 Version Control and Approval History

Action:	Date of Board meeting:
Approval and adoption of policy by the Board	31 October 2023

Action:	Date of Board meeting:
Informal revision approved by the CEO on 23 January 2025	N/A
Formal revision approved by the Board	23 June 2026

Annexure A: Glossary of Terms

- (a) By '**activities and work**', we mean our programs and projects and other activities resourced by WWF-Australia (such as funding or in-kind support).
- (b) By '**contractor**' or '**supplier**' we mean an external entity that provides services to WWF-Australia under an agreement, and is not otherwise classified as WWF-Australia personnel or a partner organisation. This includes vendors, service providers, consultancy firms and other suppliers.
- (c) By '**downstream partner**' we mean an external entity that is engaged by a partner organisation to undertake activities and work. This includes grant recipients, vendors, service providers, consultancy firms and other suppliers.
- (d) By '**independent contractor or consultant**' we mean an individual with an individual/sole trader ABN (or equivalent unique identifying number in the country/area the individual is based in) who provides services to WWF-Australia.
- (e) By '**official visitor**' we mean a person invited by or permitted by us to participate directly in our activities or work or visit any of our offices or project sites. This includes but is not limited to donors, campaign ambassadors, government representatives, corporate partner personnel, grantee representatives and auditors.
- (f) By '**partner organisation**' we mean an organisation that is directly responsible for undertaking conservation, regeneration and/or aid and development activities and work resourced by WWF-Australia.
- (g) By '**personnel**' we mean our Board directors, employees, interns, students on vocational placement, volunteers and independent contractors or consultants.
- (h) By '**volunteer**', we mean an individual who is formally engaged by WWF-Australia to willingly give their time without financial gain (other than reimbursement of reasonable out-of-pocket expenses), and who performs activities on behalf of and under the direction of WWF-Australia. Volunteers are not employees, independent contractors or consultants of WWF-Australia. This definition does not include individuals participating in corporate, group or ad hoc volunteering activities unless they are formally engaged as volunteers by WWF-Australia. This policy applies to volunteers only to the extent that its requirements are relevant to their volunteering activities for WWF-Australia.
- (i) By '**we**', '**us**', '**our**', '**WWF**', '**WWF-A**' or '**WWF-Australia**', we mean World Wide Fund for Nature Australia, unless otherwise specified.

Annexure B: WWF-Australia's Expected Safeguarding Behaviours

All WWF-Australia and official visitors are required to comply with the following expected behaviours, which are included in the WWF-Australia Code of Conduct.

I understand that the expected safeguarding behaviours below apply to me at all times — whether I am on or off duty, and regardless of whether any connection, direct or indirect, can be made with WWF-Australia. There is **no circumstance** in which harmful behaviour towards a child or person in vulnerable situations is acceptable.

Zero-Tolerance Behaviours

- I will never engage in any form of child abuse. This includes child sexual abuse, child physical abuse, child emotional abuse, child neglect, child exploitation, and physical punishment or discipline of children.
- I will never engage in any form of sexual exploitation, abuse or harassment of any person. This includes sexual abuse or harassment, physical violence, emotional abuse, and/or neglect.
- I will never exploit any child or person in vulnerable situations in any way. This means I will never expose them to pornography, grooming, trafficking or using them for inappropriate labour or personal gain.
- I will never enter into a sexual or intimate relationship with someone in a vulnerable situation. I understand that any such relationship, including any sexual conduct or activity with children (regardless of local age of consent), transactional sex (exchanging money, goods, or services for sexual acts), or any fraternisation that could lead to favouritism or misuse of power, is strictly forbidden.
- I will never abuse my position or authority. I will not solicit personal favours, payments or benefits through my role, and will never provide children or people in vulnerable situations with alcohol, drugs or inappropriate gifts.

Safe Interactions with Children and People in Vulnerable Situations

- I will avoid unnecessary and inappropriate physical contact with children or other people in vulnerable situations, including unsupervised, secretive or coercive contact.
- I will ensure that any contact with children is observable and takes place in an open environment with another adult present, with appropriate safeguards in place and always acting in the child's best interest.
- I never invite unaccompanied children or other people in vulnerable situations into private residences (unless there is immediate risk of danger or harm), and do not contact them outside designated program or activity times.

Safeguarding Measures

- I comply with WWF-Australia's Safeguarding Policy and follow all safeguarding requirements put in place for activities, including participating in all required safeguarding screening, training and supervision arrangements.
- I work to identify, assess, manage and mitigate potential risks to children and other people in vulnerable situations in all activities.
- I comply with all applicable Australian and local laws, especially those related to the protection of children and people in vulnerable situations.

Digital Safety and Online Conduct

- I never use any smart devices (such as computers, mobile phones, video cameras or cameras) or digital platforms to exploit, harass or cause harm to any person, particularly children and other people in vulnerable situations.
- I do not access, possess, produce or distribute exploitation or other inappropriate material through any medium.
- My electronic communications with children or people in vulnerable situations related to WWF-Australia's work are appropriate, transparent and authorised, occur only through approved WWF-Australia systems, platforms and accounts, and never involve private, unmonitored or unauthorised channels, including personal devices or accounts.
- I collect, process and share data regarding children and people in vulnerable situations only when I am authorised to do so and always in accordance with applicable privacy and safeguarding requirements.
- I report any concerns about online safety or inappropriate use of technology.

Ethical Use of Images and Personal Information

- I comply with local traditions, restrictions and applicable privacy requirements when collecting, processing or sharing personal images and information.
- Before photographing, filming or developing stories of children or people in vulnerable situations, I obtain prior informed consent from the individual (and written or recorded consent from a child's parent or guardian where applicable) by using official WWF-Australia consent forms and tools, age-appropriate communication and explaining how the material will be used. I ensure records of consent are kept up-to-date and safely secured in accordance with privacy requirements.
- I ensure all images, videos and stories portray children and people in vulnerable situations in a dignified, respectful and honest manner, and never in a submissive, vulnerable or sexually suggestive way.
- Before sharing or publishing any image or content, I check that no identifying details (such as names, locations or GPS data) are visible in file names, metadata or accompanying text.