



CHILD PROTECTION POLICY

JUVENTUD LÍDER FOUNDATION

What is the Juventud Líder Foundation (FJL)?

We are a non-profit entity, established in the United States and Colombia, which aims to contribute to the education of children and youth of scarce resources through education and sports.

Our Vision

Education is a basic tool in society. Sports also contribute to integration in the community. For this reason, FJL strongly believes that the combination of these two resources is key to the growth of young people and their integration into society.

Our goal is not limited exclusively to education and sport, complemented with psychological and wellbeing of all the children in our programs. We believe this combination is the way to properly train these young people, offering them the possibility of a better future.

Our Mission

Juventud Líder's main mission is to help young people living below the poverty line by providing them an opportunity through education and sport.



Introduction to the Child Protection Policy of the Juventud Líder Foundation

This policy seeks to create, promote and maintain a safe, inclusive and non-discriminatory environment where all children admitted by the FJL are protected, respected and listen to. This document will provide guidance for all the activities to be developed by the FJL, also the expected behavior of the Board of Directors (BOD), members of FJL, Employees, volunteers and all those who participate in any activity organized by the FJL. With this in mind, this policy includes, but is not limited to set some key guidelines for the protection of children, such as safety, physical violence, sexual abuse, health, confidential information of the children, administrative procedures and consequences if there is a violation of this policy.

This policy is an essential part of the measures taken by the FJL to create and maintain a safe environment for children. However, this is only the beginning. The policy outlines the strategies and methods established for this purpose, which must be fully understood by all concerned, for the policy to be implemented and effective. It is important to stress that each and every one of those involved with the FJL:

- Are aware that the welfare of the child is the priority in any situation.
- Actively seek information and instruction on Child Protection.
- Regularly receive guidance and proper training on how to interact with children, so that they know how to treat them so they are safe, as well as how to handle situations where their safety or welfare can be compromised or threatened.
- Act accordingly to the guidelines, standards and content of this policy.
- Provide feedback on these policy and procedures for compliance always looking to improve and ensure the welfare of children.

Anyone related to the Juventud Líder foundation: employee, volunteer, board member, visitor, donor, sponsor or visitor must agree to review the procedures and behaviors set forth herein and act accordingly. It is important to get your opinion regarding policies, procedures and practices established by the FJL, in order to help the foundation to create a safe environment for children.



The rights of children take precedence over the rights of others under Article 44 of the Constitution. Some fundamental rights of children are: life, physical integrity, health and social security, balanced diet, their name and nationality, to have a family and not be separated from it, care and love, education and culture, recreation and the free expression of opinion. They shall be protected against any form of abandonment, physical or moral violence, abduction, sale, sexual abuse, labor or economic exploitation and hazardous work. They shall also enjoy other rights enshrined in the Constitution, laws and international treaties ratified by Colombia. The family, society and the State have an obligation to assist and protect children to ensure their harmonious and comprehensive development and the full exercise of their rights. Anyone may require the competent authority to enforce and punish offenders. The rights of children take precedence over the rights of others.



Definitions

- **Employer:** The Juventud Líder Foundation with Tax ID No. 900652798-0, will be considered as the employer of the staff defined below.
- **Employee:** Anyone hired by FJL through an employment contract for a fixed term or indefinitely or under probationary period.
- **Visitor:** Anyone who visits, always under the company and supervision of one of the members of FJL (employee, volunteer, member or board member) at any location where activities related to FJL occur. It is mandatory for all visitors to sign the "Welcome Letter and Declaration of Protection of minors for Visitors" (Annex B of this Policy).
- **Volunteer:** Any person who has chosen by his own will and without remuneration, to assist in the operation of FJL inside or outside the established programs. Volunteers will be committed to ensuring the protection of children and their welfare and must sign the "Declaration of Protection of minors for Employees and Volunteers for the Juventud Líder Foundation" (Annex A of this Policy).
- **Sponsor:** Are people anywhere in the world, who act as support and care one for one of the children associated with the FJL and by providing money monthly contribute to the growth and development of children.
- **Physical abuse:** actual or potential physical harm perpetrated by another person, adult or child. It could include hitting, shaking, poisoning, drowning or burning. Physical damage can also be caused by a parent or caregiver who provokes symptoms or deliberately induces illness to a child.
- **Sexual abuse:** forcing or persuading a child to engage in sexual activities that he or she does not fully understand or has limited capacity of choice to consent to. This may include, but is not limited to, rape, oral sex, penetration or no penetration, acts such as masturbation, kissing, fondling or rubbing. It may also include inducing to watch children, or produce sexual images, watching sexual activities and encourage children to behave in sexually inappropriate ways.
- **Sexual exploitation of children:** a form of sexual abuse which includes the involvement of children in sexual activity in exchange for money, gifts, food, accommodation, affection,



status or anything else that they or their families need. Usually involves coercion or manipulation of children, which means becoming their friend, gain their trust and induce them to use drugs and alcohol. Abusive relationship between victims and perpetrators involves an imbalance of power where victim options are limited. It is a form of abuse that can be misinterpreted by children and adults as consensual. Sexual exploitation of children is manifested in different ways. It may involve a more senior author exercising an economic, emotional or physical control over a young person. It can also lead to social pressure manipulating or forcing victims to perform sexual activities, sometimes in gangs and in neighborhoods affected by gangs. It may also include or involve organized networks of opportunistic authors who benefit financially from trafficking of young victims among different locations to have sexual practices with multiple men.

- **Abandonment and negligent treatment:** To allow negligent treatment or abandonment by context, resources and circumstances, refers to the persistent failure to meet the basic physical and/or psychological needs of a child, which probably result in a severe disability for their healthy development, physical, spiritual, moral or mentally. It includes the failure to properly supervise and protect children from harm and provide nutrition, shelter and conditions to live / work safely. It can also include maternal negligence during pregnancy as a result of drug or alcohol abuse and abandonment or abuse of a disabled child.
- **Emotional abuse:** persistent emotional abuse that has an impact on the child's emotional development. Emotionally abusive acts include restriction of movement, to degrade, humiliate, intimidate (including cyberbullying), and threatening, scaring, discriminating, ridiculing and other forms of hostile treatment or nonphysical rejection.
- **Commercial exploitation:** exploit a child for work and other activities for the benefit of others or to the detriment of physical or mental health, education, moral or social-emotional development of the child. It includes but is not limited to child labor.
- **Child Protection:** A set of necessary activities to specifically protect children at risk of harm or already suffering harm.
- **Damage:** The negative impact or consequences suffered by a minor subjected to those acts.
- **Violence:** All forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse (Article 19 of the Convention on the Rights of the Child of the United Nations)





Chapter 1 - Code of Conduct FJL around children

Juventud Líder (FJL) Foundation and any of its members should always act under a policy of non-violence and full protection of minors. Described below is the code of conduct to be adopted by each and every one of the people who have any contact with children or families of children (Board, staff, volunteers, visitors, membership, sponsors, donors, nutritionists, etc.).

The Code seeks to address the most common situations, however, there are an unknown number of situations that can occur when children are present and in case one of those situations happens that is not included in the policy, please bear in mind that the priority will always be the child's welfare.

Please read carefully each of the numerals. If there are doubts or questions about what is expected of you regarding this policy, please express them before joining the FJL. These rules mainly seek the welfare of the children of the foundation, as well as protect adults and the very foundation of any compromising situation.

Any violation of this policy is a serious offense for which FJL will seek disciplinary action, which can range from sanctions to the employee, to dismissal and reporting to authorities.

What to do?

1. Behave calmly always; always keep a positive attitude, of support and encouragement to children.
2. Treat all children with the utmost respect. Avoid any kind of language, attitude or action that may be considered offensive or humiliating. Never refer to children using derogatory terms.
3. Be mindful of the way you dress. Dress in such a way that your attire does not attract the attention of children to certain parts of your body. It is important and essential that you always use your common sense, and always consider important factors such as age, excitability and the natural curiosity of children.
4. Be careful with the questions posed to children, some have been in traumatic situations of physical, sexual or family violence and simply speaking or remembering the subject, can affect the child's welfare.
5. Keep full confidentiality of any information or image of children associated with the FJL.



6. Taking pictures or filming children or their families is very delicate and should be taken with extreme caution. Always and without exception before doing so, it is mandatory to talk to the coordinator and ask their consent and also read Chapter 6 of this policy.
7. The files and information from children are confidential and cannot be seen, much less shared without the permission of the social worker in charge. If you as an employee of the FJL considers it important that the volunteers, visitors, sponsors or third parties know certain information about a child, before taking any action, make sure to receive approval from the social worker. You should not take these decisions alone and without consultation.
8. Follow the schedules and programs set; this is a sign of respect to the children.
9. Maintain a safe and appropriate distance with children. Avoid kissing and physical contact as a sign of affection

What not to do?

10. Do not give children gifts or money unless this has been previously agreed with the Board.
11. Do not interact with children under the influence of alcohol or drugs. It is not allowed to smoke in front of children or during any of the activities developed and or in which the FJL participates.
12. Do not use the bathrooms when they are being used by children.
13. Do not sleep in close proximity to children.
14. Avoid punishment of children. If necessary report the problem to the board to reach a consensus.

Avoid

15. Avoid making promises and speak loudly or aggressively.
16. Avoid carrying lunchboxes, snacks or refreshments for you during training, unless this becomes part of medical treatment.

Never

17. Never use any type of violence when dealing with children or adults, regardless of the provocation. This includes not scolding the children¹.
18. Never use language or actions that could be seen as provocative, sexually suggestive, to insinuate or appear to lead to hint of sex. Never kiss, pat, touch or approach a child inappropriately or in such a way that is considered culturally unacceptable.

¹ The only exception should be under exceptional circumstances, where you or somebody else is under an immediate threat of violence. In these cases, use the minimum physical force needed to prevent an attack and act in accordance with your background for the situation to return to normal as soon as possible. Once the situation is back to normal, immediately report it to the Board.



19. Do not allow provocative games or those that have some sexual connotation; do not play or interact with the children on the floor, bed, or couch, among others.
20. Never use language, attitudes or actions that could lead to any kind of improper, abusive or exploitative relationship, or which the child could understand under such connotation.
21. Never be alone with children in a closed space or get yourself under a vulnerable or compromising situation.
22. Never carry weapons and dangerous objects with you at any time.
23. Never invite a child to your home.
24. Never perform actions of a personal nature for a child that he/she can do for him/herself.
25. Never share a room with the children, unless all the following conditions are met: it is part of an activity approved by the FJL, there are at least two members of the FJL in the room, and the joint stay has been previously approved by the Board of FJL.

Remember that when working with FJL you are considered a representative of the same and as a result any of your attitudes or behaviors can affect the reputation and how FJL is perceived within the community.

Chapter 2 – Information for Visitors

Always, before any visit, inform the social worker and coordinate with her that before the visit the visitor receives through an email or physical form, the following information

- A welcoming letter to FJL where visitors are informed of the existence of the policy and the rules that should be followed during the visit. The visitor must sign it as proof of acceptance (Annex B). The social worker will file and organize all the letters.
- A copy of Chapter 3 "Code of Conduct for visitors" of this policy.
- An evaluation form (Appendix C).





Chapter 3 – Code of Conduct for Visitors

The FJL must always act without exception under a policy of non-violence and child protection, and the same way of acting is expected of anyone visiting or accompanying FJL activities. Below are the behaviors that should be adopted by all visitors, that one way or another, through the FJL, have contact with children or families working with FJL. Within the policy we have tried to cover the most common and frequent situations, however note that it is impossible to anticipate all possible scenarios; in the case of omissions, always

keep in mind and as a main rule that the interest and welfare of the child should always be the number one priority.

Carefully read each of the points below, in case you have any questions about the rules or what is expected of you, please contact the person accompanying you on this visit and ask for the necessary clarifications. With these rules, we aim to ensure the welfare of children associated with the FJL, and protect adults and the Foundation in general from risk and compromising situations.



1. Do not use any violence when it comes to children or adults, regardless of any provocation. This includes reprimanding children².
2. Always behave calmly, keep a positive attitude of support and encouragement to children.
3. Treat all children with the utmost respect. Avoid any kind of language, attitude or action that may be considered offensive or humiliating. Never refer to children using derogatory terms.
4. Avoid language or actions that could be seen as provocative, sexually suggestive, to insinuate or appear hint of sex. Never kiss, pat, touch or approach a child inappropriately or in such a way that is considered culturally unacceptable.
5. Do not allow provocative games or have some sort of sexual connotation; Do not play or interact with children on the floor, bed, sofa, etc.
6. Bear in mind the type of clothes you will wear during your visit, we recommend pants or skirts below the knee; try shirts or tops with no cleavage or appropriate necklines.
7. Avoid language, attitudes or actions that imply or may carry any type of improper, abusive or exploitative relationship, or that the child can take them under that connotation.
8. You should never be alone with children in an enclosed space or get yourself in a compromising or vulnerable situation.
9. Do not make promises to children. If you want to make a donation, gift, organize an activity, etc., go directly to the social worker and coordinate with her.
10. Avoid speaking in loud, intimidating or aggressive tone.
11. Be careful with the questions you ask. Some of the children have experienced traumatic events and even simple questions, could cause harm or discomfort.
12. Do not give children gifts or money unless this has been agreed with the board or with the social worker.
13. Make sure your behavior is culturally appropriate. If you have questions, talk to the FJL member person accompanying you during his visit.
14. Never interact with children or visit facilities where FJL activities are developed under the influence of alcohol or drugs. Smoking is not allowed in front of children or any of the activities developed and / or where the FJL participates.

² The only exception should be under exceptional circumstances, where you or somebody else is under an immediate threat of violence. In these cases, use the minimum physical force needed to prevent an attack and act in accordance with your background for the situation to return to normal as soon as possible. Once the situation is back to normal, immediately report it to the Board.



15. Do not carry weapons or dangerous objects with you at any time.
16. Taking pictures or filming children or their families is very sensitive and should be taken with extreme caution. Always and without exception before doing so, it is mandatory to talk to the coordinator and ask their consent.
17. Keep full confidentiality of any information, images, photographs, videos, etc. of children associated with the FJL
18. Everyone is obliged to maintain under absolute confidentiality any information or image of children that the FJL works with. If you notice something that you think should be informed, do so immediately to the FJL employee accompanying you during your visit; he / she is prepared to handle the situation properly and act accordingly, always with the ultimate goal of the welfare the child in mind.
19. At the end of your visit we will ask you to fill out an evaluation form.

Remember that when you are at a visit with the FJL, you are considered a representative of the FJL and as a result, your behavior can affect its reputation and how the FJL is seen in the community. Therefore, the employee who accompanies you has the authority to end the visit if they deem it necessary.



Chapter 4 - Guidelines for FJL employees accompanying visitors

The FJL employee accompanying visitors is responsible for the quality of the entire visit. His main responsibility will always be the welfare of children. If you notice anything that might endanger the safety or welfare of children, run the necessary actions to avoid it. The following rules can be applied separately depending on the status or the importance of the visitor.

1. Make sure that each visitor receives and reads a copy of Chapter 3, and returns a copy of the letter confirming that he/she will comply with the stated rules.
2. Ensure that the visitor is accompanied by an employee of the FJL at all times. Visitors should never be left alone with a child.
3. Do not allow visitors to reprimand children. If you notice that a child is behaving strangely, stop the visit and perform the appropriate action in accordance with the FJL procedures.
4. Never criticize or disrespectfully address another FJL employee in front of a visitor. The internal affairs of the foundation must be directly addressed before the Board.
5. Pay close attention and follow the guidelines for taking pictures and videos (Chapter 6).
6. At the end of the visit, ensure that visitors fill out the evaluation form (Appendix C).



Chapter 5 - Recognizing Signs of Child Abuse



By definition child abuse or exploitation is the treatment of any type that can be reached or may be considered a threat to health, life, welfare, development or dignity of the child.

Recognizing the signs of abuse is very complex, and unfortunately there is no method that is 100% effective to do so. However there are some warning signs that should be checked thoroughly, any change in a child's behavior, physical marks, dreads, fears are aspects that should always be evaluated and never ignored. If you work with the FJL, report immediately to the social worker or the president.



There are different types of abuse; within this policy we will review some of them. Always keep in mind that child abuse is not always easy to recognize, so it is important to be alert and take note of any signs.

Physical violence

It is when the child's body is affected in any way. This includes but is not limited to, injuries, bruises, pain, poisoning, blows, drowning or suffocation. This includes forcing the child to do homework assignments and jobs that are clearly beyond his/her capabilities.

Physical Violence Indicators

Physical Indicators	Behavioral Indicators	Family Characteristics
<ul style="list-style-type: none">• Presence of physical injuries that are not consistent with the reason given.• Hide injuries.• Old and/or new bruises or marks on the body.• Marks of belts, nails, hands, fingers, etc.• Finger marks.• Burns. Pay attention to the shape of the burns, a cigarette burn by accident will be different most of the time from an intentional mark (defined).• Bruises or injuries in body parts that usually do not suffer from a fall.	<ul style="list-style-type: none">• Fear of parents or people in charge of him/her.• Unrealistic explanations for their injuries.• Running away from home• Low self-esteem• Think they deserve punishment• Demonstrate that they were or are victims of physical violence• Aggressive behavior with peers• Distrust in adults• They are always on the defensive, or always expect something bad to happen.	<ul style="list-style-type: none">• Hide child injuries or explain them unconvincingly or in a contradictory form• Describe the child as disobedient and deserving of punishment• Blaming children from problems at home• To believe in strict discipline as a form of education• Having unrealistic expectations on the child, demanding a lot from him or her• Give permission to teachers to physically punish your child.



Psychological Damage

It is when the child is not treated with respect and courtesy and may feel frightened or intimidated by threats, scolding, bullying or teasing. This includes rejection and repeated humiliations suffered by the child, or denial of the value of the child as a human being.

Psychological Damage Indicators

Physical Indicators	Behavioral Indicators	Family Characteristics
<ul style="list-style-type: none">• Unexplained health problems: extreme thinness, malnutrition, obesity, communication and speech problems, skin problems, etc.	<ul style="list-style-type: none">• Social isolation.• Fear of new situations.• Extreme passivity, irritability or aggressiveness.• Lack of attention• Excessive crying.• Concentration problems• constant tiredness.• Sudden lack of interest or concentration.• Lies to get out of situations that they cannot face or they cannot speak about.• Low self-esteem.• Regression in their child behavior.• Problems at school.• Use of alcohol and / or drugs.• Suicide attempts.	<ul style="list-style-type: none">• Inattention between parents and children.• Disregard the child, referring to him in derogatory or critical terms.• Having unrealistic expectations on the child, demanding a lot from him or her.• Drug and / or alcohol use by parents.• Threatening, terrorizing or ignoring the child.

Sexual Violence

Is any direct or indirect harassment, sexual exploitation or corruption of children by adults or other children. This also includes exposing children or not protect them from any form of pornography or sexual activity.



Sexual Violence Indicators

Physical Indicators	Behavioral Indicators	Family Characteristics
<ul style="list-style-type: none">• Sexually transmitted diseases• Pain, discomfort or bleeding in sexual areas of children.• Sudden urinary tract infections.• Deficient sphincter control or incontinence.• early pregnancy.• abortions• Weight loss or gain (looking to be attractive to the attacker)• Wounds resulting from physical violence.	<ul style="list-style-type: none">• Exaggerated interest in sexual knowledge advanced for his age.• frequent sex games or with sexual connotation with friends, animals or toys games.• compulsive masturbation.• Drawing sexual organs with details and features beyond normal knowledge for their age.• Change in eating habits (bulimia, anorexia, etc.)• Changes or problems in sleep patterns.• Fear or panic of being alone with a certain person.• Excessive shyness in their behavior.• Too shy to change clothes in front of others.• Carelessness in their personal appearance (avoid being physically attractive)• Low self-esteem• Regression your child behaviors.• Self-blame or self-punishment• Changes in school attendance and academic performance• Social isolation.• secret relationships with others.• Avoids physical contact.• Multiple personality disorders• Runs away from home• Criminal behavior• Engage in prostitution.• Use of alcohol and drugs.	<ul style="list-style-type: none">• social isolation, little contact with neighbors, friends, poor school attendance, etc.• The abuser tends to be extremely protective, jealous or possessive, not allowing the child a social contact.• The perpetrator always seeks to please or seduce.• It is believed that sexual contact is a way of expressing affection.• Child accused of promiscuity or being sexually seductive.• He claims that someone abused the child to protect a family member.• Often a parent or persons responsible for the abuse have been abused in their childhood.• Use of alcohol and / or drugs.• There is an investment in the roles of parents.• The spouse of the abuser maintains a physical and emotional distance.



Negligence

It is the constant lack of care and adequate protection for the child, and the lack of supply of important aspects for his/her growth, development and welfare, such as but not limited to, health care, nutrition, affection, security, education or mental stimulation, causing negative consequences for the child and health problems, lack of child development, etc.

Negligence Indicators

Physical Indicators	Behavioral Indicators	Family Characteristics
<ul style="list-style-type: none">• Growth deficiencies.• Using inappropriate clothing for the weather.• Lack of personal hygiene• Frequent hunger or malnutrition.• Overeating at meals.• Late for school or non-attendance.• Neglected health problems.• Low self-esteem.• Use of alcohol and / or drugs.• constant tiredness.• Frequent accidents child (due to inattention to their parents or custodians).• Little intellectual activity (lack of mental stimulation).	<ul style="list-style-type: none">• The child participates and / or performs activities not in accordance to their age or physical abilities: household chores, care of younger siblings, etc. (It is common for the child to be seen as mature or a young adult, but in fact, assumes the responsibilities of an adult).• Social isolation.• Disaffection.• Lack of concentration and attention due to fatigue and unmet needs.	<ul style="list-style-type: none">• Child is not brought to school by the parents or custodians: they are absent from school meetings.• Constantly arrives at school late.• Child is not taken to the doctor.• Apathy and passivity.• Use of alcohol and/or drugs.• They do not realize the physical and emotional needs of the child.• Lack of attention to their own hygiene and personal appearance.

Abandonment:

It is characterized by abandonment or absence of those responsible for the children or youth. The partial abandonment and temporary absence of parents expose children to risk. The total abandonment is the elimination of the family group, leaving the child helpless, homeless, exposed to all kinds of danger.



Chapter 6 - Procedure for the acquisition, management and use of images, videos and information related to children and / or relatives of children associated with the FJL

This section aims to ensure the proper use and distribution of images, photographs, videos and / or information taken and / or authorized by FJL.

The model letter attached (Annex H) must be always completed and signed without exception that FJL authorizes the use of images or authorizes FJL children, employees, facilities or activities to be photographed and / or filmed. The members of the Board of the FJL are solely responsible and authorized to take pictures or videos

FJL President (or authorized member of the BOD) is the only one who can authorize that photos and / or videos are taken by a third party.

If you are in charge of taking photographs and / or videos, and circulate material of any kind in any media (including social networks like Facebook, twitter, Instagram etc, emails, blogs, articles, etc.), or receives a photo, video or other image of the children and families that work with the FJL, make sure that both the images and reproduction, publication or circulation comply with the following:

1. Every text, image, video or information should focus on the positive aspects of the child, his abilities and successes.
2. Ensures that the information represents exactly the mission, vision and activities of the FJL.
3. Show the utmost respect and understanding for the children and families and ensure that all images and texts do not constitute any offense, or may embarrass, worry or put at risk those involved. Avoid degrading, victimizing or causing embarrassment through images or language. All issues should be treated with dignity.
4. Ensure that each representation of a child is accurate. Avoid sensationalism or image manipulation.
5. Do not make generalizations that may be incorrect information or assume facts unknown to you. Make sure each photo is a fair and accurate reflection of the social, cultural and economic environment.
6. If you want to show unfavorable or negative situations experienced by some children and families (eg shortage of clothing, education, housing), ensure that this situation



has been previously corrected and also shows how it was resolved (for example, use "before" and "after" images to show progress). Also, always be sure that the people involved give their own descriptions when possible.

7. Do not publish on the Internet or any other means of communication any personal or physical information that would allow a child to be identified (for example but not limited to: name, phone, address, etc.).
8. Ensure that the photos that can be interpreted ambiguously have subtitles or text clarification to prevent them from being taken out of context. The text should be an accurate description of the situation shown; the personal data of the child should not be included for any reason in the text.
9. Ensure as a member of the FJL responding as quickly as possible to any questions, concerns or information request arising from the pictures. Never include personal data of children in the information provided. If you drive one of the FJL social networks (Twitter, Facebook, Instagram, etc.) you must be responsible for providing the information as soon as possible through the social network, and to ensure that the content is appropriate.
10. Be sure to check and take action as soon as possible on any request to remove photos, images or texts that do not meet the guidelines of FJL.
11. If as member of the FJL finds some of the pictures or information published in the media networks as inappropriate, it shall be immediately communicated to the FJL President or to the members of the Board. It is everyone's responsibility to protect the good image of FJL.
12. Ensure that children are dressed appropriately and are not in poses that can be taken under a sexual connotation
13. Always listen to the FJL employee that accompanies you. If you are asked to stop taking pictures, do so immediately. The FJL employee may at any time ask you to show them photographs, videos or any other information collected. If this happens, you must do so, and if the FJL employee finds the content inappropriate, this information will be deleted immediately.
14. Whenever you want to publish photographs, videos, images or any type of information of the FJL, you must request permission to the president or the board to do so. The only exception is for those FJL employees who handle the media (for example but not limited to Facebook, Twitter, Instagram, E-mail), in which case they will receive the pictures or information from any member of the board with analysis and prefilter.
15. If at any time you agreed to provide copies of photographs to the children, family, etc., make the proper follow-up and ensure that these are delivered to the person who made the request always accompanied by an adult (parent or custodian) within two days after the visit of the photographer. Remember how disappointing it is for children not to receive the photos.



Chapter 7 – Consequences of Bad Behavior

When, under your judgment, there is any situation where a child is under imminent threat, immediately contact the president of the FJL or a member of the Board. If you are not employee, contact any member of FJL.

In case of suspected child abuse or exploitation, no one, including employees of the FJL, may take individual decisions. The protection of children is the responsibility of the State and society and such decisions must be taken collectively and by those who have the respective authority.

In the event of a charge to an employee of the FJL, the person should be suspended from their activities during the investigation, to be conducted by the Board of FJL. This suspension aims to protect children and to the employees themselves. The research will be a quick and fair process in which the person under suspicion will have ample opportunity to be heard and may discuss the allegations and evidence against him. The Board will decide what action to take.

Employees who become involved in any of the following activities will be dismissed immediately, and reported to the relevant authorities. Anyone suspected of having participated in the following activities will be reported to the competent authorities:

- Encourage or coerce children into sexual activities.
- commercial exploitation of children, child labor and child trafficking.
- Using pictures of children for pornography or other inappropriate ways.
- Subjecting children to abuse, deprivation, torture, cruel, degrading or inhuman punishment.

Note that FJL can always take legal action in case of unauthorized use of material or if the use of the material is different for which the permit was granted.

We appreciate your help with the full implementation of the above points.