# Purpose and scope of application

Carcafe Ltda. acknowledges that in its interactions with communities because of the social work carried out through the Carcafe Foundation (collectively, Carcafe Ltda., “Carcafe”), in particular those that could involve children, such children could be involuntarily exposed to risky situations. Therefore, Carcafe adopts this Safeguard Policy with the purpose of contributing to a safe environment for the children from the communities with which it comes into contact, so as to guarantee their rights and also for they to have the adequate conditions for their comprehensive development.

Carcafe is committed to the society and therefore it is aware of its responsibility to see that its social programs do not cause any harm to the persons involved, particularly the children. For such purpose, Carcafe will take care that its activities do not expose boys, girls or teenagers to the risk of being harmed or abused, guaranteeing that the effects of its work are truly positive for the communities.

This Safeguard Policy shall be applicable to all the social projects of Carcafe, but the strict compliance with it must be overseen, in particular regarding projects that have a direct relationship with children such as the construction of schools.

# Commitment

Carcafe commits to have as its first priority, when developing any social project, the wellbeing of boys, girls and teenagers and to do anything within its reach to reduce the risks to which they may be exposed.

For this reason, the following principles shall govern the development of all of its social projects:

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| **General Safeguard Principles**   * **All the boys, girls and teenagers have the same right to be protected from any harm, abuse or exploitation, without regard to race, gender, religion, disability, sexual orientation, social status or cultural group.** * **All of us have the responsibility to contribute to the care and the protection of the boys, girls and teenagers.** * **Carcafe has the duty to see to the protection of the children with whom it interacts in a direct or indirect manner.** * **Carcafe will see to it that its workers, associates and contractors assume the responsibility to apply protection standards for boys, girls and teenagers.** |

Based on this, Carcafe commits to act in a way that prevents the situations that may go against the personal integrity of the children, to take appropriate measures to detect the behaviors of its employees that could endanger the children and to act when faced with any situations that affect or have the potential to affect the boys, girls and teenagers, involving the competent authorities and enforcing the disciplinary or contractual mechanisms that may be pertinent.

# Specific Measures

Bearing in mind that one of the main ways in which Carcafe performs its social work is through the construction of schools or of works for the improvement or expansion thereof, and considering that in the execution of such works or because of them the children may be exposed to contact with third parties, which could eventually represent a risk for them, Carcafe will apply specific measures (1) during the execution of the works and (2) in the visits that it makes to the facilities after concluding the works, to ensure the compliance with the Commitments acquired under this Safeguard Policy.

# Safety during Works

Pursuant to the works in schools, Carcafe’s activity exposes the children to the presence of third parties unknown to them and frequently alien to their communities. This represents a risk for the children to suffer aggressions of any kind, or to be exposed to conducts that could have a negative effect on their development.

In addition, Carcafe carries out these works through contractors, who do not have a direct link with the beneficiaries of the project. This represents an additional risk for the children. Therefore, Carcafe commits to take into account the ethical suitability of the contractors in their procurement processes, and to see to it that its current and future contractors and workers implement the measures determined in this Safeguard Policy.

In the event that any contractor or worker of Carcafe allows, facilitates or engages in an inadequate conduct according to the standards of this Safeguard Policy, Carcafe will inform the facts to the competent authorities, will do everything within its power to facilitate the access of the affected minor to the services required for their recovery and treatment, as it may be necessary, and shall enforce the contractual measures available to end its relationship with the contractor or worker involved. In addition, Carcafe shall include in the contracts that it may enter into in future for these purposes, provisions that allow it to terminate such contracts when faced with the occurrence of this kind of situations.

According to this, Carcafe shall implement, and it will endeavor to have his contractors, associates and workers implementing, among other, the following measures:

* The construction zones as well as those for the storage of materials shall be clearly marked and separated from the areas destined to the school’s activities. The same shall be applicable to the workers’ resting areas.
* The workers of the works will not interact with the minors, and they will not enter the spaces reserved for school activities, unless strictly necessary and, in the latter case, with the authorization of a manager of the schools.
* The entry and exit of workers from the jobsite shall be strictly monitored and recorded. Likewise, a record will be made every time a worker enters areas reserved to school activities in the conditions mentioned above.
* Under no circumstances one or more workers may be in the company of one or several students without the company of a manager or teacher of the school.
* Under no circumstances the workers from the jobsite can use the bathrooms destined to the use of the students.
* Carcafe will provide copies of this Safeguard Policy to all of its contractors and their workers, who must read it and return a signed copy.

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| **In any case, this list does not restrict the measures that must be taken by the persons involved, taking into account that their activities must be carried out in a way that no harm is caused to the children.** |

# Safety during visits

After the termination of the works, Carcafe may visit the schools for follow up and/or publicity purposes. This exposes the students to the interaction with strangers. However, unlike what happens with the workers during the works, these persons will usually be workers or persons with some kind of link with Carcafe. For this reason, Carcafe will have a greater control over their behavior and therefore a greater responsibility to prevent them from causing damages of any kind to the children.

Carcafe will use its best efforts to ensure that these visits do not become a means for the third parties to harm the children, and therefore it commits to verify the background and the probity of the persons who come to them on behalf or upon the invitation of Carcafe.

Hence, during and after these visits, as applicable, the following measures must be in place:

* A record must be kept of all the persons who take part in the visits, as well as of the reason of the visit and of the activities carried out. All the participants in the visits must receive a copy of this Safeguard Policy, and they must sign it and return it, duly signed, back to Carcafe. This record, which will include the signed copies of this Safeguard Policy, will be kept by the Person in Charge (as defined below).
* The participants in the visits must not interact with the children other than for the normal development of the activities planned. Under no circumstances they will be allowed to give their contact data to the children, or obtain the children’s, and they must not contact them in the social media or promote their personal social media with them. Under no circumstances should they try to contact, or actually contact, any of the children outside the school and/or after the visit.
* The participants will not be allowed to offer gifts to specific children; any present that they wish to offer must be made in a way that it benefits a plural number of undetermined students, and must be delivered through the management of the school.
* The participants must immediately report to the Person in Charge any conduct that they may consider as indicative of the occurrence of an aggression of any kind of which the victim is a child, excepting if the circumstances advise that it is necessary to inform it to the competent authorities in an immediate and direct manner.
* Under no circumstances the participants may be alone with any student.
* The children’s privacy will be respected. In addition, their personal data will not be recorded in any way, including but not limited to images, recordings or videos, without obtaining, beforehand, the permit of their legal guardians. Carcafe shall maintain data management policies that guarantee that the personal data of the children are obtained and handled in an adequate manner.

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| **Carcafe and its workers commit first and foremost, and in any circumstances, to look after the wellbeing of the boys, girls and teenagers.**  **Each and all the acts of Carcafe and its workers must be guided by the intention to prevent causing any harm to boys, girls and teenagers.** |

# Persons Responsible and procedure

Vivian Vásquez shall be the person in charge (the “Person in Charge”) of seeing to the compliance and divulgation of this Safeguard Policy, and she will be responsible for keeping all the records mentioned above. The Person in Charge must handle the reports of situations that are potentially harmful for the children that she receives pursuant to this Safeguard Policy, and she must guide those who make the reports about the actions to be taken. In addition, she must have the capacity to immediately contact the competent authorities whenever necessary.

In all of her activities, the Person in Charge must see to the preservation of the wellbeing, the integrity and the privacy of the children involved. The Person in Charge shall see to it that the actions aimed to the attention and protection of the children involved and to prevent the repetition of the facts are taken in a timely manner.

The Person in Charge must keep a record of all the incidents that are reported to her, ensuring the confidentiality thereof. The personal data of underage persons cannot be recorded without the prior consent of their legal guardians. The Person in Charge will promote the update of this policy whenever she deems it necessary.

The Person in Charge may be contacted for the purposes of this Safeguard Policy through any of the following[[1]](#footnote-1):

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| **Phone**: (1) 3137474 |
| **Email**: [vvasquez@carcafe.com.co](mailto:vvasquez@carcafe.com.co) |
| **Address**: Calle 72 No. 10-07, Suite 1301, Bogotá, Colombia |

# Divulgation and Update

This Safeguard Policy will be available for consultation at Carcafe’s offices.

Carcafe commits to update this Safeguard Policy as the circumstances for its application, or the activities performed by Carcafe, or upon the recommendation of the Person in Charge, may change. In any case, it shall endeavor to have it adjusted to the pertinent standards.

## [TO BE INCLUDED WHEN GIVEN TO WORKERS, HELPERS, ASSOCIATES, CONTRACTORS OR THEIR WORKERS]

I have read and understood the Safeguard Policy of Carcafe, and I understand and assume the commitments acquired by me according to it.

## SIGNATURE:

**NAME:**

## ID CARD NUMBER:

1. **Note to Carcafe:** Please give this information. [↑](#footnote-ref-1)