

Tetra Tech Child Safeguarding Policy – Addendum to Tetra Tech Code of Conduct

Applicability: This policy is applicable to all Tetra Tech International Development Services (IDS) Operating Units (OUs) implementing USAID covered projects (hereinafter “Tetra Tech”), and to their personnel implementing USAID-funded activities.

Policy Statement: Tetra Tech is committed to the safety and security of our people and the communities we serve. To the best of our ability, we each must promote and take steps to provide a safe environment for our employees and the communities and individuals with whom we work. To this end, Tetra Tech abides by the following child safeguarding core principles in our work:

- We strictly follow local and international laws and standards related to child welfare and protection.
- We prohibit our employees and consultants from engaging in child abuse, exploitation, or neglect.
- We consider child safeguarding in project planning and implementation and work to reduce the risk of child abuse, exploitation, or neglect in our projects, where applicable.
- We require that all employees, consultants, and others acting on behalf of Tetra Tech: recognize child abuse, exploitation, or neglect and report potential violations to the company for investigation and appropriate action, up to and including termination of employment.

As a USAID contractor, covered Tetra Tech OUs are required to comply with the provisions contained in AIDAR 48 CFR 752.7037 Child safeguarding standards.

Definitions:

The following definitions apply for purposes of this policy:

- (1) *Child.* A child or children are defined as persons who have not attained 18 years of age.
- (2) *Child abuse, exploitation, or neglect.* Constitutes any form of physical abuse; emotional ill-treatment; sexual abuse; neglect or insufficient supervision; trafficking; or commercial, transactional, labor, or other exploitation resulting in actual or potential harm to the child's health, well-being, survival, development, or dignity. It includes but is not limited to: Any act or failure to act which results in death, serious physical or emotional harm to a child, or an act or failure to act which presents an imminent risk of serious harm to a child.
- (3) *Emotional abuse or ill treatment.* Constitutes injury to the psychological capacity or emotional stability of the child caused by acts, threats of acts, or coercive tactics. Emotional abuse may include, but is not limited to: Humiliation, control, isolation, withholding of information, or any other deliberate activity that makes the child feel diminished or embarrassed.
- (4) *Exploitation.* Constitutes the abuse of a child where some form of remuneration is involved or whereby the perpetrators benefit in some manner. Exploitation represents a form of coercion and violence that is detrimental to the child's physical or mental health, development, education, or well-being.
- (5) *Neglect.* Constitutes failure to provide for a child's basic needs within USAID-funded activities that are responsible for the care of a child in the absence of the child's parent or guardian.
- (6) *Physical abuse.* Constitutes acts or failures to act resulting in injury (not necessarily visible), unnecessary or unjustified pain or suffering without causing injury, harm or risk of harm to a

child's health or welfare, or death. Such acts may include, but are not limited to: Punching, beating, kicking, biting, shaking, throwing, stabbing, choking, or hitting (regardless of object used), or burning. These acts are considered abuse regardless of whether they were intended to hurt the child.

- (7) *Sexual abuse.* Constitutes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

Procedures:

Compliance: All representatives of Tetra Tech have a responsibility to understand and promote this policy and adhere to this code. They must understand and abide by all host country and local child welfare and protection legislation or international standards, whichever gives greater protection, and with U.S. law where applicable.

Prohibition: All Tetra Tech personnel are prohibited from engaging in child abuse, exploitation, or neglect.

Project Planning and Implementation: Tetra Tech personnel must consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations, which may include identifying a child safeguarding point of contact for projects, particularly those that include work that may involve direct contact with children.

Apply protective measures: In implementing projects, Tetra Tech personnel must apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to, limiting unsupervised interactions with children; prohibiting exposure to pornography; and complying with applicable laws, regulations, or customs regarding the photographing, filming, or other image-generating activities of children.

Child-safe screening procedures: In hiring, Tetra Tech personnel must promote child-safe screening procedures, particularly personnel whose work brings them in direct contact with children. Child-safe screening procedures may include but are not limited to, performing employment and/or personal reference checks and personal interviews and conducting record checks, where applicable and/or available, checks of local, state or national criminal records, and/or sex offender registries, and/or child abuse registries.

Education: All Tetra Tech personnel shall be provided with the Child Safeguarding Policy, including the core principles and definitions, to ensure that personnel and others recognize child abuse. This may be accomplished through distribution and acknowledgment of this code, training on the code, inclusion in employment and consulting agreements, and/or inclusion in project personnel manuals.

Reporting: All employees, consultants, and others acting on behalf of Tetra Tech are required to report potential violations to their supervisor, Human Resources, and/or Tetra Tech's anonymous online reporting portal at tetratech.ethicspoint.com. Tetra Tech policy and U.S. and other applicable laws and regulations prohibit retaliation against anyone who reports a concern or potential violation.

Investigations: Tetra Tech will conduct inquiries into or investigations of all reports. Where deemed applicable, Tetra Tech will notify the correct authorities. Tetra Tech policy and U.S. and other applicable laws and regulations prohibit retaliation against anyone who cooperates in an investigation.

Disciplinary action: Failure to comply with the requirements of this policy and procedure may result in disciplinary action up to and including termination of employment.

Contract clauses: Tetra Tech shall insert the applicable contract clause in all covered subcontracts and subawards.