



KENYA VETERINARY ASSOCIATION (KVA) GEDI AND SAFEGUARDING POLICY

Approved by: KVA National Executive Council

Responsible Officer: KVA GEDI and Safeguarding Officer (KVA Chief Executive Officer)

Geographical Scope: Global

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Executive Summary

The Kenya Veterinary Association (KVA) Safeguarding and Gender Equality, Diversity and Inclusion (GEDI) Framework establishes a unified approach to ensuring that all KVA activities, programs, partnerships, and engagements are conducted in a manner that is safe, respectful, inclusive, and equitable. This integrated document brings together KVA's Safeguarding Policy and GEDI Policy into a single, coherent system that recognizes the interdependence between protection from harm and inclusive participation.

KVA is committed to zero tolerance for abuse, exploitation, harassment, discrimination, exclusion, and abuse of power. The framework is grounded in the principles of dignity, respect, accountability, transparency, confidentiality, and non-retaliation. It seeks to protect all individuals, particularly vulnerable groups such as women, children, youth, persons with disabilities, and marginalized communities, while ensuring equitable access to opportunities, leadership, and participation across the veterinary profession.

The framework applies to all KVA governance structures, members, staff, consultants, trainers, partners, vendors, and participants in KVA activities. It outlines expected standards of conduct, defines prohibited behaviors, and establishes clear roles and responsibilities for safeguarding and GEDI compliance across the Association. It further provides structured systems for risk analysis, prevention, reporting, incident response, and disciplinary action, ensuring that concerns are addressed in a timely, confidential, and survivor-centred manner.

Importantly, KVA recognizes that inequality, discrimination, and exclusion are not only ethical concerns but also safeguarding risks, as they increase vulnerability to harm. As such, GEDI considerations are fully integrated into safeguarding systems, including risk assessments, program design, reporting mechanisms, and monitoring processes. This ensures that inclusion is not treated as a separate agenda, but as a core component of safety and protection.

Implementation of this framework is supported through designated Safeguarding and GEDI leadership roles, mandatory training and awareness programs, partner compliance requirements, and continuous monitoring and evaluation. KVA will conduct regular risk assessments, track key indicators, and undertake periodic reviews to strengthen both safeguarding and inclusion outcomes. By integrating safeguarding and GEDI into a single operational framework, KVA reinforces its commitment to building a professional environment that is not only safe and protective, but also inclusive, fair, and representative. This approach strengthens institutional accountability, enhances trust among stakeholders, and supports the development of a veterinary sector that reflects the diversity and values of the communities it serves.

DEFINITION OF TERMS

For the purposes of this Safeguarding and Gender Equality, Diversity and Inclusion (GEDI) Framework, the following terms shall apply:

Abuse: Any act or omission that causes harm or distress to an individual. This includes physical, emotional, psychological, or sexual abuse, as well as neglect, exploitation, coercion, or intimidation.

Child: Any person below the age of eighteen (18) years, regardless of the age of majority in local legislation.

Vulnerable Person / At-Risk Adult: An individual who may be unable to protect themselves from harm, abuse, or exploitation due to age, disability, illness, social position, dependency, or other circumstances.

Safeguarding: The policies, procedures, and practices designed to prevent harm, abuse, exploitation, neglect, or misconduct, and to ensure the safety, dignity, and well-being of all individuals involved in or affected by KVA activities.

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, power, or trust for sexual purposes, including the exchange of money, goods, services, or favors for sexual activity.

Sexual Abuse: Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual Harassment: Any unwelcome conduct of a sexual nature, including verbal, non-verbal, or physical behavior, that violates the dignity of a person or creates an intimidating, hostile, degrading, or offensive environment.

Harassment: Unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment, whether related to gender, age, disability, ethnicity, religion, or any other characteristic.

Discrimination: Any unjust or prejudicial treatment of an individual or group based on gender, age, disability, ethnicity, religion, socioeconomic status, professional cadre, or any other status.

Gender Equality: The state in which individuals of all genders have equal rights, responsibilities, and opportunities.

Equity: The principle of fairness in access to opportunities, resources, and decision-making, recognizing that different individuals may require different levels of support to achieve equal outcomes.

Diversity: The presence of differences within a given setting, including but not limited to gender, age, ethnicity, disability, religion, socioeconomic background, and professional experience.

Inclusion: The deliberate effort to ensure that all individuals, particularly those who are marginalized or under-represented, are able to participate fully, meaningfully, and safely in activities, decision-making, and opportunities.

GEDI (Gender Equality, Diversity and Inclusion): An integrated approach that promotes fairness, representation, participation, and respect for all individuals, while actively addressing barriers that lead to exclusion, discrimination, or inequality.

Power Imbalance: A situation where one individual or group holds authority, influence, or control over another, creating a risk of exploitation, coercion, or unfair treatment.

Beneficiary / Participant: Any individual who takes part in or benefits from KVA activities, programs, trainings, or services.

Consent (Informed Consent): A voluntary, informed, and clearly communicated agreement by an individual to participate in an activity, or to allow the use of their information, image, or data, with full understanding of its purpose and implications. For children, consent must also be obtained from a parent or guardian.

Confidentiality: The obligation to protect personal and sensitive information from unauthorized disclosure, ensuring that such information is only shared on a need-to-know basis.

Non-Retaliation: A principle that protects individuals from any form of punishment, intimidation, or adverse action for reporting safeguarding or GEDI concerns in good faith.

Safeguarding Concern / Incident: Any suspicion, allegation, disclosure, or evidence of abuse, exploitation, harassment, discrimination, or harm involving individuals engaged in or affected by KVA activities.

Survivor / Complainant: The individual who has experienced or is alleged to have experienced harm, abuse, exploitation, or discrimination.

Perpetrator / Respondent: The individual who is alleged to have committed or is found to have committed a safeguarding or GEDI violation.

Safeguarding and GEDI Focal Person: A designated individual responsible for promoting safeguarding and GEDI compliance, receiving concerns, and guiding appropriate response at activity or project level.

1.0 SAFEGUARDING POLICY

Introduction

The Kenya Veterinary Association (KVA) is committed to ensuring that all its programs, activities, partnerships, and engagements are conducted in a manner that safeguards the dignity, safety and well-being of all individuals. This includes KVA members, staff, interns, partners, farmers, students and community members who interact with KVA projects.

Safeguarding refers to the policies, procedures and practices put in place to prevent harm, abuse, exploitation or neglect of individuals, particularly vulnerable persons such as women, children, youth, Persons Living with Disabilities (PWDs) and marginalized communities.

This policy provides guidance on how KVA will prevent, identify, report and respond to safeguarding concerns.

Purpose of the Safeguarding Policy

The purpose of this policy is to:

- Promote a culture of safety and respect in all KVA activities.
- Prevent abuse, exploitation, harassment and misconduct.
- Provide clear procedures for reporting safeguarding concerns.
- Protect vulnerable individuals interacting with KVA programs.
- Ensure compliance with national laws and international safeguarding standards.
- Protect the reputation and integrity of KVA.

Scope of the Policy

This safeguarding policy applies to:

- KVA National Executive Council (NEC)
- KVA Summit
- KVA Branch Executive Committees (BEC)
- KVA Trustees
- KVA Members
- KVA Staff (Secretariat)
- KVA interns
- KVA Consultants and contractors
- KVA Trainers and facilitators

- Students participating in KVA programs
- KVA Partners and Vendors
- Participants in KVA activities, trainings and CPDs

The policy applies to all KVA programs, meetings, trainings, field activities, congresses, conferences and partnerships.

Key Safeguarding Principles

KVA is guided by the following principles:

1. Zero Tolerance for Abuse

KVA has zero tolerance for any form of abuse, exploitation, harassment or neglect.

2. Respect and Dignity

All individuals must be treated with dignity, fairness and respect.

3. Protection of Vulnerable Persons

Special care must be taken to protect children, youth, women, PWDs and marginalized groups.

4. Accountability

All persons working with KVA are accountable for safeguarding conduct.

5. Transparency

Safeguarding concerns must be reported promptly and handled transparently.

6. Confidentiality

All safeguarding cases must be handled with strict confidentiality at all stages of the process when dealing with safeguarding concerns or investigations. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should be kept secure at all times. Any safeguarding reports and information will be handled with strictest confidentiality to protect the identity of the individuals concerned, the informer and the accused, in accordance with national legislation. Anonymous reports might limit the ability of investigators to pursue concerns. All disclosures made anonymously or otherwise will be reviewed but lack of information may limit the nature, extent and outcome of the investigation. If an incident reported poses a direct threat to life or is against the law then confidentiality will likely need to be breached.

Code of Conduct

All individuals working with KVA must be cognizant of the following:

a) Expected Behaviour

- Treat everyone with respect and professionalism.
- Maintain appropriate Professional boundaries.
- Ensure safe environments during KVA activities.
- Report safeguarding concerns immediately.
- Follow KVA safeguarding procedures.

b) Prohibited Behaviour

The following are strictly prohibited:

- Sexual harassment or exploitation
- Physical or emotional abuse
- Bullying or intimidation
- Discrimination based on gender, ethnicity, disability, religion or age
- Exploitation of vulnerable persons
- Abuse of authority or position
- Violation of this code may lead to disciplinary action, termination of engagement or legal action.

c) Safeguarding Risks in KVA Activities

Potential safeguarding risks may arise during:

- Veterinary outreach programs
- Farmer trainings
- Agroveter capacity building activities
- Student mentorship programs
- Congresses, Conferences, CPDs and workshops
- Field visits and disease surveillance
- Community engagement activities

KVA must conduct risk assessments before implementing activities.

Safeguarding Responsibilities

The KVA NEC shall:

- Hold overall responsibility for ensuring the safeguarding good practice is embedded across the Association.

- Approve safeguarding policies
- Ensure implementation across KVA activities including Projects, Congresses, Conferences, CPDs, Workshops, etc.
- Allocate resources for safeguarding compliance
- Ensure that safeguarding clauses are included in all Partner and Vendor contracts, agreements and MOUs.
- Receive Safeguarding Reports from BEC and Safeguarding Officer
- Handle Safeguarding breaches by KVA NEC Members or KVA CEO.

It performs this responsibility by ensuring that all NEC members receive appropriate safeguarding training, that an appropriate code of conduct is in place, that it reviews the safeguarding policy and procedure every two years, that it receives an annual report on safeguarding from the KVA Secretariat outlining the progress on the safeguarding action plan and the occurrence and response to safeguarding incidents and that it ensures that safeguarding is adequately resourced and that risks are clearly articulated in the Risk Register.

The KVA Summit shall:

- Cause establishment of Branch Safeguard Policies.
- Ensure implementation of Safeguard Policies across KVA Branch programs
- Recommend allocation of resources for safeguarding compliance across KVA Branches.

The KVA BEC shall:

- Approve safeguarding policies at Branch Level
- Ensure implementation in individual KVA Branch Activities
- Allocate resources for safeguarding compliance in the Branch
- Handle Safeguarding Breaches at Branch Level with a report to the NEC.
- Provide Quarterly reports to NEC of Safeguarding Matters.

The KVA Staff (Secretariat) shall:

- Implement safeguarding procedures (Annex 3)
- Train staff and volunteers
- Maintain safeguarding reporting mechanisms

KVA Safeguarding Focal Person (Safeguarding Officer) shall:

- Receive safeguarding complaints (Annex 3)
- Conduct preliminary assessments
- Coordinate investigations
- Maintain confidential records

All recruitment of staff will include a full induction to the Safeguarding Policy, including procedures to follow should any safeguarding concern arise. When recruiting staff, KVA will make sure that questions regarding safeguarding are included in any relevant job interviews, and that any roles with safeguarding responsibilities have those responsibilities explicitly outlined within the job description.

KVA Volunteers/Students/Interns/Trainers/Consultants/Partners shall:

- Adhere to the safeguarding Code of Conduct (Annex 1)
- Report safeguarding concerns immediately
- Participate in safeguarding training

Safeguarding in Programs and Trainings

During KVA activities:

- Participants must be treated respectfully.
- Training environments must be safe and inclusive.
- Gender-sensitive arrangements must be considered.
- Children attending events must be supervised.
- Trainers must avoid inappropriate interactions.

Reporting Safeguarding Concerns

Any person may report a safeguarding concern if they witness or suspect abuse.

Prevention & Measures to Implement Policy

The Safeguarding policy requires the following steps for its implementation.

- Staffing including the designation and training of a KVA Safeguarding Officer, as well as Safeguarding Focal Points.
- Prevention measures including awareness raising, training of relevant staff, risk analysis, recruitment procedures, induction of staff in the policy and Codes of Conduct (Annex 1) for KVA and incorporation of the policy into relevant existing policies and systems.
- The contact details of the KVA Safeguarding Officer and the Safeguarding Focal Points are included on relevant documentation provided to Stakeholders.
- KVA will:
 1. Ensure that KVA and its stakeholders have access to, are familiar with, and know their responsibilities within this policy.
 2. Design and undertake all its projects and activities in a way that protects people from any risk of harm that may arise from their coming into contact with KVA.

Reporting Channels

Reports can be made through:

- KVA Safeguarding Officer (KVA CEO/ Project Manager) through email or telephone
- KVA Safeguarding Focal Points (Project Assistants) through telephone
- KVA Secretariat through telephone
- Designated reporting email (reporting@kenyavetassociation.com)
- Anonymous reporting mechanisms (An anonymous reporting tab is available on the KVA Website)

Safeguarding Information Required

Reports should include:

- Description of the incident
- Date and location
- Individuals involved
- Any evidence or witnesses

Response to Safeguarding Incidents

When a report is received:

- Immediate safety measures must be taken to protect affected persons.
- The safeguarding officer conducts a preliminary assessment.
- Serious cases may be referred to law enforcement authorities.
- A formal investigation may be initiated.
- Appropriate disciplinary action may be taken.

Confidentiality and Data Protection

- All safeguarding reports must be handled confidentially.
- Information should only be shared with authorized persons
- Records must be securely stored by the Safeguarding Officer

Disciplinary Measures

Violations of safeguarding rules may result in:

- One Verbal warning
- One Written warning
- Suspension
- Termination of engagement
- Expulsion from the Association

- Referral to law enforcement authorities

Safeguarding Training and Awareness

KVA shall conduct regular (biannual) safeguarding training for its:

- NEC
- BEC
- Members
- Staff
- Volunteers
- Trainers
- Consultants

Staff shall be required to complete relevant training on Safeguarding and keep up to date on any changes. KVA NEC shall be required to appraise Partner Organizations of its safeguarding policy. KVA NEC is responsible for ensuring all are appropriately trained in safeguarding and aware of their obligations at all times.

The Training and Appraisal will cover:

- Safeguarding principles
- Reporting mechanisms
- Prevention of abuse
- Ethical conduct

Safeguarding in Partnerships

All KVA partners and vendors must:

- Uphold the requirements of the KVA Safeguarding Policy
- Comply with KVA safeguarding standards
- Sign safeguarding compliance embedded in Partner Contracts, Agreements and MOUs
- Report safeguarding concerns related to KVA projects and activities.

Risk analysis

KVA will design and undertake all its projects and activities in a way that protects people from any risk of harm that may arise from their coming into contact with KVA (Annex 3). This includes the way in which information about individuals in Projects is gathered and communicated. When working with partners, KVA will endeavour to ensure that the Projects it implements are safe for the adults and children they serve through the due diligence process which should include a risk analysis. Such risk analysis will be an integral part of projects. As part of KVA's risk assessment process, safeguarding risks and mitigations are captured and reported biannually to the KVA NEC.

Monitoring and Review

This safeguarding policy shall be:

- Reviewed every two years
- Updated as necessary
- Approved by the KVA Council

Safeguarding Declaration (Annex 2)

All NEC, staff, Trainers, Consultants, interns, students must sign a declaration stating that they have read and will uphold the KVA Safeguarding Policy.

2.0. KVA GENDER EQUALITY, DIVERSITY AND INCLUSION (GEDI) POLICY

Introduction

The Kenya Veterinary Association (KVA) is committed to promoting gender equality, diversity, and inclusion (GEDI) in all its structures, programs and operations. KVA recognizes that a diverse and inclusive veterinary profession strengthens service delivery, innovation and ethical practice.

KVA shall ensure that all individuals regardless of gender, age, disability, ethnicity, religion, socioeconomic status or professional background are treated with dignity, fairness and respect.

Purpose

This policy aims to:

- Promote equal opportunities within KVA leadership, membership and activities
- Eliminate discrimination, harassment and exclusion
- Foster a culture of inclusivity and respect
- Enhance participation of under-represented groups in the KVA Membership.
- Align KVA operations with national and international GEDI standards

Scope

This policy applies to:

- All KVA members
- National Executive Council (NEC) and Branch Executive Committees (BECs)
- KVA staff, consultants, and volunteers
- Partners, collaborators, and event participants

Guiding Principles

KVA commits to the following principles:

- Equality

All individuals shall have equal rights and dignity where all individuals feel valued, respected and able to contribute.

- Non-Discrimination

KVA prohibits discrimination based on:

- a) Gender or sex
- b) Pregnancy

- c) Marital status
- d) Age
- e) Disability
- f) Ethnicity or tribe
- g) Religion or belief
- h) Socioeconomic status
- i) Professional cadre or experience level

Inclusion

KVA shall actively create environments to support disadvantaged and under-represented groups.

Equity

All individuals shall have fair and appropriate access to opportunities, resources and decision-making, taking into account differing needs, barriers and circumstances to ensure inclusive participation.

Participation

Encourage meaningful participation of diverse groups in governance, programs and decision-making.

Policy Objectives

KVA shall:

- Promote Gender Balance
- Strive for equitable gender representation in leadership and committees
- Enhance Diversity
- Promote representation across regions, disciplines and career stages
- Support inclusion of persons with disabilities and minority groups
- Strengthen Inclusive Governance
- Integrate GEDI considerations in policies, projects and decisions
- Ensure Safe and Inclusive Environments
- Prevent and address harassment, bullying and discrimination
- Align with KVA Safeguarding Policy
- Provide training on GEDI awareness to tackle unconscious bias and promote inclusive leadership

Key Commitments

Leadership and Governance

Ensure diversity in NEC, BECs, committees, Secretariat and Projects.

Apply transparent and inclusive nomination and election processes

Membership and Participation

Promote equal access to membership benefits and opportunities

Ensure inclusive participation in congresses, conferences, trainings and social events.

Projects and Activities

Integrate GEDI principles into all KVA Projects

Ensure equitable access to CPD, mentorship and funding opportunities

Workplace & Professional Environment

Promote respectful communication and professional conduct

Ensure accessibility for persons with disabilities

Prohibited Conduct

KVA strictly prohibits:

- Discrimination in any form
- Sexual harassment or exploitation
- Bullying, intimidation or victimization
- Exclusion from opportunities based on identity or background
- Violations shall be handled under KVA's disciplinary and safeguarding frameworks.

Implementation Mechanisms

GEDI Officer

KVA shall designate a GEDI Officer responsible for:

- Coordinating GEDI initiatives
- Advising leadership on inclusion matters
- Monitoring implementation

Integration into KVA Structures

- Embed GEDI in all policies and strategic plans
- Include GEDI considerations in budgeting and Project design

Awareness and Training

- Conduct regular GEDI sensitization workshops
- Promote inclusive leadership training

Reporting and Accountability

- Establish confidential channels for reporting discrimination or exclusion
- Ensure timely and fair investigation of complaints
- Protect whistleblowers from retaliation

Monitoring and Evaluation

KVA shall:

- Track gender and diversity representation in leadership and membership
- Conduct periodic GEDI audits
- Include GEDI indicators in annual reports

Partnerships

KVA shall collaborate with Partners to promote GEDI in the Veterinary sector.

Review of Policy

This policy shall be reviewed every 3 years or as necessary to ensure relevance and effectiveness.

Conclusion

KVA is committed to building an Association that reflects the diversity of Kenya and ensures equality of rights and dignity, and equity in access to opportunities and resources for all. Through this GEDI Policy, KVA affirms its dedication to fairness, inclusion, and excellence.

ANNEXES

ANNEX 1: KVA SAFEGUARDING AND GEDI CODE OF CONDUCT

This Code of Conduct outlines the minimum standards of behavior required of all KVA members, staff, officials, partners, and stakeholders. It is grounded in KVA's commitment to **safeguarding, gender equality, diversity, inclusion (GEDI) and human dignity**.

All individuals associated with KVA are required to uphold these standards at all times.

1. CHILD SAFEGUARDING

KVA and its stakeholders **must not**:

- Engage in any form of sexual activity with a person under the age of 18, regardless of consent or local legal frameworks
- Engage in sexual exploitation or abuse of children in any form
- Subject a child to physical, emotional, or psychological abuse, or neglect
- Engage in grooming, coercion, or any behavior intended to build inappropriate relationships with children
- Facilitate, participate in, or benefit from child labour, trafficking, or any form of commercial exploitation of children

2. ADULT SAFEGUARDING (AT-RISK ADULTS)

KVA and its stakeholders **must not**:

- Engage in sexual exploitation or abuse of at-risk or vulnerable adults
- Subject any adult to physical, emotional, or psychological abuse, neglect or coercion
- Exploit positions of power, trust or dependency for personal or professional gain

3. PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

KVA and its stakeholders **must not**:

- Exchange money, employment, goods, services or any form of assistance for sexual activity or favors
- Engage in transactional sex or exploitative relationships of any kind
- Enter into sexual relationships with beneficiaries of assistance, as these are inherently unequal and constitute an abuse of power

- Engage in any form of sexual harassment, including unwanted advances, requests for sexual favors or inappropriate conduct of a sexual nature

4. GENDER EQUALITY, DIVERSITY & INCLUSION (GEDI)

KVA and its stakeholders **must**:

- Treat all individuals with dignity, fairness, and respect regardless of gender, age, disability, ethnicity, religion or any other status
- Promote inclusive participation and equal opportunity in all KVA activities
- Refrain from discriminatory, stigmatizing or exclusionary language and behavior
- Actively challenge bias, inequality and harmful practices where encountered
- Ensure that professional conduct does not reinforce power imbalances, marginalization or exclusion

5. PROFESSIONAL CONDUCT & DUTY OF CARE

All KVA representatives are expected to:

- Maintain appropriate professional boundaries at all times
- Act in the best interest of children, at-risk adults and vulnerable populations
- Avoid situations that may place themselves or others at risk of harm or misconduct
- Uphold integrity, accountability, and ethical behavior in all engagements

6. ENGAGEMENT WITH CHILDREN AND VULNERABLE PERSONS

KVA and its stakeholders must:

- Ensure that a parent/guardian or an authorized responsible adult is present during interactions with children, where appropriate
- Obtain informed consent before engaging with or collecting information from adults and children
- Conduct all interactions in a manner that prioritizes dignity, safety and cultural sensitivity

7. USE OF IMAGES, INFORMATION & DATA PROTECTION

KVA and its stakeholders must:

- Obtain **informed consent** before collecting, using, or sharing images, videos or personal information
 - For children, consent must be obtained from both the child (where appropriate) and their parent/guardian

- Clearly explain:
 - The purpose of data collection
 - How the information will be used
 - How long it will be stored

KVA and its stakeholders **must not**:

- Use images or information that are exploitative, degrading or that compromise dignity
- Publish identifiable personal information (e.g., full names, exact locations) in external communications

KVA will:

- Store all personal data securely in password-protected systems
- Restrict access to authorized personnel only
- Comply with applicable data protection laws and standards
- Treat misuse of images or data as a serious safeguarding breach

8. REPORTING & ACCOUNTABILITY

All KVA stakeholders are required to:

- Report any suspected or actual safeguarding or GEDI violations promptly through designated channels
- Maintain confidentiality when handling safeguarding concerns
- Cooperate fully with investigations

KVA enforces a **strict non-retaliation policy**. Any retaliation against individuals who report concerns in good faith will result in disciplinary action.

9. ENFORCEMENT

Failure to comply with this Code of Conduct may result in:

- Disciplinary action, including suspension or removal from KVA activities or membership
- Termination of contracts or partnerships
- Referral to relevant legal or regulatory authorities

ANNEX 2: KVA INTEGRATED SAFEGUARDING & GEDI DECLARATION

(Safeguarding, Gender Equality, Diversity & Inclusion Compliance Statement)

KVA is committed to fostering a professional environment that is **safe, inclusive, equitable and respectful**, in accordance with the **KVA Safeguarding Policy** and the **KVA GEDI Policy**. This Declaration affirms individual responsibility to uphold both safeguarding and GEDI principles in all KVA engagements.

1. Commitment to Safeguarding and GEDI Principles

I acknowledge that KVA upholds a **zero-tolerance policy** against:

- Sexual exploitation and abuse (SEA)
- Sexual harassment and gender-based violence
- Discrimination based on gender, age, disability, ethnicity, religion or any other status
- Bullying, harassment and victimization
- Abuse of authority, privilege or power

I further commit to promoting:

- Gender equality and equity
- Diversity and inclusion
- Respect for human rights and dignity

2. Scope of Application

This Declaration applies to my conduct:

- During all KVA activities (Congresses, meetings, Social events, trainings, CPDs, fieldwork)
- In professional and member interactions linked to KVA
- Across physical, virtual and social platforms

3. Inclusive Code of Conduct

I commit to:

- Treating all individuals with dignity, fairness and respect
- Promoting inclusive participation and equal opportunity
- Avoiding discriminatory language, bias, or exclusionary behavior
- Maintaining professional boundaries and ethical conduct
- Ensuring my actions do not reinforce inequality or marginalization

4. Safeguarding & GEDI Responsibilities

I agree to:

- Comply with both the KVA Safeguarding Policy and GEDI Policy
- Identify and challenge unsafe, discriminatory or exclusionary practices
- Take reasonable steps to prevent harm, discrimination or exclusion
- Support a culture where all individuals feel safe to speak and participate

5. Reporting Obligations

I understand that:

- All safeguarding and GEDI-related concerns must be reported through designated KVA channels
- Reports may include abuse, harassment, discrimination or exclusion
- Reporting can be done confidentially and without fear of retaliation
- Failure to report serious concerns may constitute misconduct

6. Confidentiality, Protection & Non-Retaliation

I commit to:

- Respect confidentiality in handling complaints and sensitive information
- Support survivors and affected persons with dignity and respect
- Refrain from retaliation, intimidation or victim-blaming

7. Accountability and Enforcement

I acknowledge that:

- Violations of safeguarding or GEDI principles will result in disciplinary action
- Actions may include suspension, removal from office, termination of engagement, expulsion from the association or referral to relevant authorities
- KVA will enforce accountability consistently and fairly

8. Continuous Learning and Improvement

I agree to:

- Participate in safeguarding and GEDI training and awareness initiatives
- Continuously improve my understanding of inclusion, equity and protection
- Actively contribute to a safe, inclusive and respectful KVA environment

DECLARATION

I, the undersigned, confirm that I have read, understood and agree to comply with the **KVA Safeguarding Policy, the Code of Conduct** and the **KVA GEDI Policy**. I commit to upholding safeguarding, equality, diversity and inclusion principles in all my interactions and responsibilities within KVA.

Full Name: _____

Membership/Staff ID: _____

Position/Role: _____

Signature: _____

Date: _____

Witnessed by KVA Safeguarding and GEDI Officer (Name and Signature): _____

_____ on (Date) _____

ANNEX 3: KVA SAFEGUARDING AND GEDI INCIDENT RESPONSE PATHWAY

1. PRINCIPLES OF RESPONSE

All reported incidents must be handled in line with:

- Do No Harm
- Confidentiality
- Survivor-centered approach
- Non-retaliation
- Impartiality and fairness
- Timely action

2. INCIDENT RESPONSE FLOW

STEP 1: RECEIPT OF REPORT

Who can receive reports:

- Safeguarding & GEDI Officer
- Safeguarding / GEDI Focal Persons
- Program Leads
- Designated reporting channels (hotline, email, website)

Immediate actions:

- Listen without judgment
- Do not investigate at this stage
- Record only factual information
- Ensure confidentiality
- Assess immediate safety risk

STEP 2: IMMEDIATE RISK ASSESSMENT (WITHIN 24 HOURS)

Determine:

- Is anyone in immediate danger?
- Does the survivor need urgent medical/psychosocial support?
- Is the alleged perpetrator still in proximity?

Risk Levels

Level	Action
● Critical Risk	Immediate protection + escalate to Project Lead

● High Risk	Temporary protective measures + investigation initiated
● Moderate Risk	Monitor + refer for support
● Low Risk	Record + follow-up

STEP 3: IMMEDIATE PROTECTION ACTIONS

Where risk is identified:

- Separate survivor and alleged perpetrator (if applicable)
- Provide referral to medical or psychosocial support
- Ensure no retaliation or intimidation occurs
- Secure evidence (if safe and appropriate)

STEP 4: CASE REGISTRATION

Safeguarding Officer:

- Assigns case reference number
- Logs case in secure safeguarding register
- Restricts access to authorized personnel only
- Confirms confidentiality classification

STEP 5: REPORTING & ESCALATION

Case Type	Escalation Path
Sexual exploitation/abuse	Safeguarding Officer → Project Lead → NEC
GEDI discrimination/exclusion	GEDI Focal Person → Safeguarding Officer
Criminal allegation	Immediate referral to authorities (as appropriate)
Low-level misconduct	Internal handling

STEP 6: INVESTIGATION (WITHIN SET TIMELINES)

Led by: Safeguarding Officer / Appointed Adhoc committee

Principles:

- Fair and impartial process
- No conflict of interest
- Survivor safety prioritized
- Confidential interviews only

Actions:

- Collect statements (survivor, witnesses, respondent)

- Review evidence (documents, messages, reports)
- Document findings objectively

STEP 7: RESPONSE DECISION

Based on findings:

Outcome	Action
Substantiated	Disciplinary action, termination, possible referral to authorities
Partially substantiated	Corrective action + monitoring
Not substantiated	Case closed with documentation
Inconclusive	Further monitoring or extended review

STEP 8: SURVIVOR SUPPORT & REFERRAL

Provide or facilitate:

- Medical care
- Psychosocial support
- Legal referral (if requested/required)
- Protection measures

Survivor must:

- Be informed of available options
- Be treated with dignity and respect
- Not be forced into decisions

STEP 9: DISCIPLINARY ACTION (IF APPLICABLE)

Actions may include:

- Warning or formal reprimand
- Suspension from KVA activities
- Removal from leadership roles
- Termination of contract or membership
- Referral to law enforcement or professional regulatory body

STEP 10: CASE CLOSURE

A case is closed only when:

- Actions have been implemented

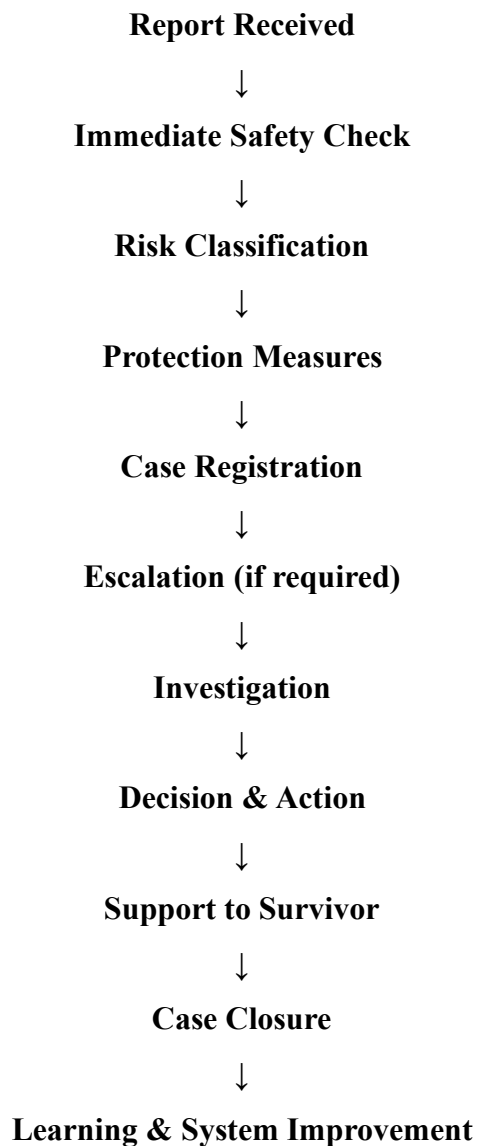
- Survivor support is confirmed (where applicable)
- Documentation is complete
- Lessons learned are recorded

STEP 11: LEARNING & PREVENTION FEEDBACK LOOP

Safeguarding Officer must:

- Analyze patterns of incidents
- Update risk register
- Strengthen training and prevention measures
- Report anonymized trends to NEC

3. INCIDENT RESPONSE FLOW SUMMARY



4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Safeguarding Officer	Case management, investigation coordination
Safeguarding/GEDI Focal Person	Inclusion-related complaints & monitoring First point of contact and reporting
Project Lead	Escalation oversight and disciplinary authority
NEC	Governance oversight and serious case review
Program Coordinator	Immediate on-ground response

5. TIMEFRAME STANDARDS

Stage	Maximum Time
Initial response	Immediate
Risk assessment	Within 24 hours
Case registration	Within 24–48 hours
Investigation start	Within 72 hours
Resolution target	7–30 days (depending on complexity)

6. NON-RETALIATION GUARANTEE

KVA strictly prohibits:

- Intimidation
- Victim-blaming
- Retaliation against reporters

Any breach triggers disciplinary action.

7. CONFIDENTIALITY RULE

Information must only be shared on a need-to-know basis. Unauthorized disclosure is a disciplinary offence.

8. KEY SUCCESS FACTOR

The effectiveness of this pathway depends on:

- Fast reporting
- Clear escalation
- Trained focal persons
- Strong leadership enforcement
- Trust in the system

ANNEX 4: KVA SAFEGUARDING & GEDI RISK ANALYSIS SYSTEM

1. Purpose of the System

The KVA Safeguarding & GEDI Risk Analysis System provides a structured process for identifying, assessing, preventing, monitoring, escalating, and learning from safeguarding and Gender Equality, Diversity and Inclusion risks across all KVA activities. The system applies to KVA governance structures, branches, staff, members, consultants, trainers, partners, vendors, students, volunteers, and participants involved in KVA programs, trainings, CPDs, field visits, conferences, congresses, farmer engagements, mentorship activities, and community outreach. This system operationalizes KVA's commitment to zero tolerance for abuse, exploitation, harassment, discrimination, exclusion, retaliation, and misuse of power, while ensuring safe, inclusive, respectful, and equitable participation in all KVA activities. The Safeguarding Policy already requires KVA to design and undertake projects in ways that protect people from harm, including through risk analysis and reporting of safeguarding risks to the NEC . The GEDI Policy also recognizes that exclusion and inequality increase vulnerability to harm and should therefore be addressed through safeguarding systems.

2. Scope of Application

This risk analysis system applies to:

- KVA National Executive Council
- KVA Summit
- Branch Executive Committees
- KVA Secretariat and staff
- KVA members
- Project Implementation Teams
- Trainers, facilitators, consultants, interns, students, and volunteers
- Partners, vendors, contractors, and collaborators
- Participants in trainings, CPDs, congresses, workshops, farmer field activities, outreach events, veterinary campaigns, and community engagements

The system applies before, during, and after all KVA activities, including physical, virtual, social, professional, and field-based engagements.

3. Guiding Principles

The system is guided by the following principles:

3.1 Do No Harm

All KVA activities must be designed and implemented in a manner that avoids exposing participants, staff, members, communities, children, vulnerable adults, women, youth, persons with disabilities, and marginalized groups to harm, abuse, exploitation, discrimination, or exclusion.

3.2 Zero Tolerance

KVA does not tolerate sexual exploitation and abuse, sexual harassment, child abuse, abuse of vulnerable adults, bullying, intimidation, discrimination, victimization, retaliation, or misuse of authority.

3.3 Survivor-Centred Response

Where a safeguarding concern arises, the safety, dignity, confidentiality, and wishes of the affected person must guide the response.

3.4 Inclusion and Equity

All KVA activities must actively identify and address barriers that may limit participation by women, youth, persons with disabilities, minority groups, students, early-career professionals, or other under-represented groups.

3.5 Accountability

Risk ownership must be assigned to specific roles. Safeguarding and GEDI risk management is not the responsibility of “everyone” in a general sense; each risk must have a named owner and clear escalation route.

3.6 Confidentiality and Non-Retaliation

All reports must be handled confidentially on a need-to-know basis. KVA prohibits retaliation, intimidation, victim-blaming, or punishment of anyone who raises a concern in good faith.

4. Governance and Accountability Structure

Level	Responsibility
NEC	Provides overall oversight, approves policies, reviews serious risks, ensures resources, receives periodic safeguarding and GEDI reports.
CEO / Secretariat	Ensures implementation, compliance, coordination, documentation, and enforcement.
Safeguarding Officer	Leads safeguarding risk monitoring, receives reports, coordinates case response, maintains confidential records.
GEDI Officer / Focal Person	Leads GEDI risk identification, inclusion monitoring, accessibility checks, and GEDI-related complaints.
Project / Program Leads	Ensure risk assessments are conducted for all project activities and that controls are implemented.

Branch Executive Committees	Apply the system at branch level and report safeguarding and GEDI risks to NEC.
Trainers / Facilitators / Consultants	Sign the Code of Conduct, maintain professional boundaries, apply inclusive facilitation, and report concerns.
Partners and Vendors	Comply with KVA safeguarding and GEDI requirements through contracts, MOUs, and due diligence.
All Members and Participants	Uphold the Code of Conduct and report concerns promptly.

5. Risk Analysis Cycle

The KVA Safeguarding & GEDI Risk Analysis System follows a continuous cycle:

Step 1: Identify Risks

Before any activity, the responsible lead must identify potential safeguarding and GEDI risks. These may include risks related to power imbalance, sexual harassment, exclusion of women, exclusion of persons with disabilities, poor reporting channels, unsafe transport, inappropriate photography, confidentiality breaches, or partner non-compliance.

Step 2: Assess Risks

Each identified risk must be scored using likelihood and impact.

Step 3: Classify Risks

The risk score determines whether the risk is low, moderate, high, or critical.

Step 4: Assign Risk Owner

Each risk must have a clear owner responsible for mitigation and follow-up.

Step 5: Implement Controls

Controls must be practical and activity-specific, such as Code of Conduct signing, safeguarding briefings, inclusive participant selection, safe venue selection, consent procedures, focal person assignment, and reporting channel communication.

Step 6: Monitor During Activity

High and critical risks must be monitored during implementation.

Step 7: Report and Escalate

Any incident, complaint, or serious risk must be reported through KVA safeguarding channels.

Step 8: Review and Learn

After the activity, lessons must be documented and used to update the risk register.

6. Risk Scoring Methodology

KVA shall use a simple 5-point scoring system:

Risk Score = Likelihood × Impact

Likelihood Score

Score	Likelihood	Description
1	Rare	Unlikely to occur
2	Unlikely	Could occur but not expected
3	Possible	May occur in some circumstances
4	Likely	Expected to occur in many settings
5	Almost Certain	Very likely unless strong controls exist

Impact Score

Score	Impact	Description
1	Insignifi- cant	Minimal effect
2	Minor	Limited harm or disruption
3	Moderate	Harm requiring management response
4	Major	Serious harm, exclusion, or reputational damage
5	Severe	Abuse, exploitation, legal breach, major harm, or serious institutional damage

Risk Level

Score	Risk Level	Required Action
1–5	Low	Monitor
6–10	Moderate	Mitigate
11–15	High	Immediate controls required
16–25	Critical	Escalate; activity may be stopped or redesigned

This scoring approach is consistent with the attached KVA risk register and farmer training risk analysis tools.

7. Core Safeguarding and GEDI Risk Categories

7.1 Safeguarding Risks

These include sexual exploitation, sexual harassment, abuse of children, abuse or neglect of vulnerable adults, bullying, intimidation, unsafe interaction with minors, abuse of authority, and harm during field activities.

7.2 GEDI Risks

These include exclusion of women, youth, persons with disabilities, minority groups, students, early-career professionals, or marginalized communities from KVA activities, leadership, decision-making, trainings, and benefits.

7.3 Operational Risks

These include weak reporting mechanisms, lack of trained focal persons, poor awareness of safeguarding and GEDI policies, unsafe transport, inappropriate accommodation, poor case handling, and partner non-compliance.

7.4 Data Protection and Communications Risks

These include misuse of photos, videos, names, personal information, beneficiary data, case records, or identifiable images without informed consent.

7.5 Reputational Risks

These include community distrust, mishandled complaints, perceived favoritism, exclusion, discrimination, public complaints, and failure to act on reported concerns.

8. KVA Master Safeguarding & GEDI Risk Register

Risk ID	Risk Description	Category	Likelihood	Impact	Score	Level	Minimum Controls	Risk Owner
KVA-SG-01	Sexual harassment during KVA events, trainings, or fieldwork	Safeguarding	3	5	15	High	Code of Conduct, PSEA briefing, reporting channels, trained focal person	Safeguarding Officer / Event Lead
KVA-SG-02	Sexual exploitation due to power imbalance	Safeguarding	2	5	10	Moderate	No-exchange-of-favors rule, whistleblower protection, supervision	CEO / NEC
KVA-SG-03	Inappropriate interaction with minors	Safeguarding	3	5	15	High	Guardian consent, no unsupervised contact, media consent	Safeguarding Officer
KVA-SG-04	Abuse, neglect, or exploitation of vulnerable adults	Safeguarding	2	5	10	Moderate	Awareness, reporting, referral system, respectful engagement	Safeguarding Officer
KVA-SG-05	Physical or psychological harm during demonstrations or trainings	Safeguarding	2	4	8	Moderate	Safe demonstrations, respectful facilitation, animal-handling safety	Program Lead
KVA-GEDI-01	Gender imbalance in leadership, panels, committees, or delegations	GEDI	2	3	6	Moderate	Gender targets, inclusive nomination criteria	GEDI Officer
KVA-GEDI-02	Exclusion of women from farmer trainings or field activities	GEDI	4	4	16	Critical	Gender-sensitive timing, women's groups, inclusive facilitation	Program Lead
KVA-GEDI-03	Exclusion of persons with disabilities	GEDI	3	4	12	High	Accessible venues, reasonable accommodation, needs assessment	GEDI Officer / Event Lead
KVA-GEDI-04	Exclusion of youth, students, or early-career professionals	GEDI	3	3	9	Moderate	Targeted invitations, youth-friendly participation methods	GEDI Officer
KVA-GEDI-05	Discrimination based on gender, age, ethnicity, religion, disability, cadre, or status	GEDI	2	4	8	Moderate	GEDI training, complaint channels, disciplinary action	HR / GEDI Officer

KVA-OPS-01	Weak reporting mechanisms in field settings	Operational	4	4	16	Critical	Phone, WhatsApp, email, website, local focal person, anonymous option	Safeguarding Officer
KVA-OPS-02	Low awareness of safeguarding and GEDI policies	Operational	4	3	12	High	Mandatory briefing, posters, induction, translated messages	HR / Safeguarding Officer
KVA-OPS-03	Delayed or poor case handling	Operational	2	5	10	Moderate	SOPs, response timelines, confidential records	Safeguarding Committee
KVA-OPS-04	Partner or vendor non-compliance	Operational	2	4	8	Moderate	Due diligence, contract clauses, orientation	CEO / Partnerships
KVA-DATA-01	Misuse of photos, videos, or personal data	Data Protection	3	3	9	Moderate	Written/verbal consent, secure storage, controlled photography	Communications / IT
KVA-DATA-02	Breach of confidentiality in safeguarding cases	Data Protection	2	5	10	Moderate	Restricted access, secure register, need-to-know sharing	Safeguarding Officer
KVA-REP-01	Reputational damage from mis-handled cases	Reputational	2	5	10	Moderate	Transparent process, documentation, timely escalation	NEC / CEO
KVA-REP-02	Community distrust due to exclusion, bias, or favoritism	Reputational	3	4	12	High	Transparent selection, community engagement, feedback system	Program Lead

9. Activity-Level Risk Analysis Tool

Before every KVA activity, the responsible lead must complete the following:

Assessment Question	Yes/No	Action Required
Has a safeguarding and GEDI risk assessment been completed?		Complete before activity starts
Has a Safeguarding/GEDI Focal Person been assigned?		Assign and communicate name/contact
Have all trainers and facilitators signed the Code of Conduct?		Ensure signing before deployment
Are reporting channels known to participants?		Announce during opening session
Is the venue safe and accessible?		Change or adapt venue if necessary
Are women, youth, and PWDs included in the participant list?		Adjust mobilization strategy
Has consent been obtained for photography and data collection?		Use consent form/script
Are transport and accommodation arrangements safe?		Avoid late sessions and unsafe travel
Is there a plan for handling complaints?		Apply incident response pathway
Has the activity team been briefed on confidentiality and non-retaliation?		Conduct pre-activity briefing

10. Minimum Mandatory Controls for Every KVA Activity

Every KVA activity must have:

1. Signed Safeguarding & GEDI Code of Conduct
2. Assigned Safeguarding/GEDI Focal Person
3. Clear reporting channels communicated to all participants
4. Inclusive participant mobilization plan
5. Safe and accessible venue
6. Consent process for photos, videos, and personal data
7. Confidential complaints handling mechanism
8. Non-retaliation assurance
9. Incident reporting form available
10. Post-activity review of risks and lessons learned

These minimum controls align with the attached KVA risk register, which identifies signed Codes of Conduct, focal persons, reporting mechanisms, inclusive participation plans, and consent/data protection measures as core standards.

11. Farmer Training Risk Analysis

Farmer trainings require special attention because they often take place in rural or community settings with limited oversight, informal logistics, unequal power relationships, and cultural norms that may affect women's participation. The attached farmer training analysis identifies exclusion of women

and weak reporting mechanisms as critical risks, while sexual harassment, interaction with minors, youth exclusion, PWD exclusion, and transport risks are high-priority concerns.

For farmer trainings, KVA must ensure:

- Gender-sensitive timing and venue selection
- Active inclusion of women’s voices
- Women-only breakout groups where appropriate
- Inclusion of youth and minority groups
- Accessible venues for persons with disabilities
- Clear reporting contacts shared in local language
- No one-on-one interaction with minors
- Consent before photography or interviews
- Safe transport planning
- Anonymous feedback and complaint options

12. Risk Escalation Procedure

Risk Level	Action
Low	Monitor through routine activity supervision
Moderate	Implement mitigation and document action
High	Immediate controls required before activity proceeds
Critical	Escalate to Safeguarding Officer, CEO, and NEC; activity may be stopped, postponed, or redesigned

Any risk involving sexual exploitation, abuse of children, serious harassment, criminal conduct, retaliation, or immediate danger must be escalated immediately through the KVA incident response pathway.

13. Incident Response Linkage

Where a risk becomes an incident, KVA must apply the Safeguarding and GEDI Incident Response Pathway. The response pathway requires immediate receipt of report, safety assessment within 24 hours, protection action, case registration, escalation, investigation, decision-making, survivor support, case closure, and learning feedback.

The basic pathway is:

Report received → Immediate safety check → Risk classification → Protection measures → Case registration → Escalation → Investigation → Decision and action → Survivor support → Case closure → Learning and system improvement

14. Key Risk Indicators

KVA shall track the following indicators:

Indicator	Purpose
% women participants in trainings/events	Measures gender inclusion
% youth participants	Tracks youth participation
% PWDs or vulnerable groups accommodated	Measures accessibility
Number of safeguarding/GEDI briefings conducted	Tracks prevention
Number of staff/trainers signing Code of Conduct	Tracks compliance
Number of complaints received	Tracks reporting system use
% participants aware of reporting channels	Measures awareness
Number of incidents resolved within timelines	Tracks response effectiveness
Number of partners signing safeguarding clauses	Tracks partner compliance
Number of activities with completed risk assessments	Tracks system use

15. Documentation Tools

KVA shall maintain the following tools:

1. Safeguarding & GEDI Risk Assessment Form
2. Activity-Level Risk Register
3. Master Organizational Risk Register
4. Safeguarding & GEDI Incident Reporting Form
5. Consent Form for Photography and Data Use
6. Code of Conduct Declaration Form
7. Partner Safeguarding Due Diligence Checklist
8. Post-Activity Safeguarding & GEDI Review Form
9. Confidential Case Register
10. Quarterly Safeguarding & GEDI Summary Report

16. Review Frequency

Level	Frequency
Activity level	Before and after every activity
Project level	Monthly or quarterly
Branch level	Quarterly
Organizational level	Annually
Safeguarding Policy review	Every two years
GEDI Policy review	Every three years

The Safeguarding Policy provides for review every two years, while the GEDI Policy provides for review every three years.

17. Reporting Format to NEC

Each quarterly report to NEC should include:

- Number of activities assessed
- Number of high and critical risks identified
- Mitigation actions taken
- Incidents or complaints reported
- Status of open cases
- GEDI participation data
- Partner compliance status
- Lessons learned
- Recommendations for system strengthening

Only anonymized information should be shared unless NEC involvement is required for serious case review.

18. Practical Use Statement

This system should not be treated as a filing document. It must be used before, during, and after KVA activities. A risk register is only useful if it informs real decisions, assigns responsibility, triggers action, and improves future practice. KVA activity leads should therefore use the system to decide whether an activity is safe to proceed, what controls are required, who is responsible, and whether escalation is needed.

ANNEX 5: REPORTING AND HANDLING ORGANOGRAM

