Safeguarding People Code of Conduct

2025

Signed by TLM-Denmark September 2026

TO REPORT A SAFEGUARDING CONCERN, YOU CAN CONTACT:

- In-country DSL or Focal Point at info@spedalsk.dk Lena Hagelskjær Kristensen
- National Board Safeguarding Lead at lt@spedalsk.dk Leif Thuesen
- Global Designated Safeguarding Officer at DSO@leprosymission.org
- Global Fellowship Board at safeguarding@leprosymission.org
- Safecall external independent reporting channel at https://www.safecall.co.uk/file-a-report/[1]

Scope and Purpose

The purpose of the Safeguarding Code of Conduct is to contribute to TLM's vision of *leprosy defeated, lives transformed* by providing a safe and positive environment for all who work with us and for those we reach through our activities, communications, operations and partners. This Code of Conduct sets out our expectations and applies to **all TLM staff and representatives[2]**.

Breaches of the Code of Conduct may lead to disciplinary action, up to and including dismissal and/or termination of partnership agreement.

Everyone representing or working on behalf of TLM must report any concerns in relation to the Code of Conduct immediately, in line with TLM's reporting procedures. Failure to do so could

[1] The information you provide to Safecall and agree that they can share will be sent to the Global Designated Safeguarding Officer who will decide on the most appropriate course of action.

[2] Representatives includes employees, interns, temporary workers, seconded employees, volunteers at all levels, consultants, visitors, contractors, advisors, directors, trustees, funders, partners and anyone representing TLM for an activity or purpose.

place individuals at increased risk of harm and would be considered a breach of the Code of Conduct.

TLM works in countries with many different cultures, laws and traditions. As an international non-governmental organisation (INGO) we are committed to upholding the standards of international and UN human rights. This Global Code of Conduct is developed from those minimum standards.

Our Expectations

A – Recruitment and on-boarding

***I will*:**

1. Inform TLM of any relevant criminal convictions I have had before my employment or engagement with TLM.
2. I will notify TLM if I face any criminal charges during my employment or engagement that may affect my ability to carry out my duties or impact upon TLM's reputation.
3. Attend mandatory safeguarding induction and regular refreshers during my engagement with TLM.

B – When working with programme participants, children and adults at risk

***I will*:**

1. Wear visible TLM identification.
2. Use positive, non-violent methods to manage behaviour.
3. Ensure that, whenever possible, there is more than one adult present during activities, or that activities are at least within sight or hearing of others – unless the reason for this has been agreed with a manager overseeing TLM's activities.
4. Develop and maintain clear personal and professional boundaries, to keep programme participants and myself safe.
5. Ensure the appropriate supervision and support is in place to create a safe environment.

***I will NEVER*:**

6. Engage in sexual activity with children (defined as a person under 18 years of age), adults at risk or any programme participants, at any time, in person or online. This includes not marrying a person under the age of 18. Mistaken belief in the age of a child is not a defence.
7. Communicate with programme participants via social media, emails, or phone unless it

is as an agreed part of my work and TLM managers are both informed and able to monitor activity.

8. Invite programme participants into private residences, unless they are at immediate risk of injury or in physical danger. If that **is** the case, I will immediately inform a TLM manager of the location and the reasons for this action.
9. Sleep in the same room as programme participants unless they are my own children.
10. Engage in any commercially exploitative activities with children, adults at risk or any individual. Such activities could include, for example, asking programme participants for loans or for payment for TLM services. It also includes child labour (e.g. domestic servitude[3], street begging, trafficking or modern slavery.
11. Use physical punishment on programme participants, or withhold food, water, or other necessities of care.
12. Develop any 'special' or exclusive relationships with programme participants that could be perceived as favouritism.
13. Neglect a child or leave a child or adult at risk unsupervised that may put them at risk of harm or injury.
14. Carry out traditional practices that are harmful (such as early or forced marriage, female genital cutting, honour killing etc.).

C - Reporting and Supporting Safeguarding Concerns

***I will*:**

1. Report all concerns regarding inappropriate behaviour as soon as possible in accordance with the reporting mechanisms listed at the start of this Code of Conduct.
2. Co-operate with all investigations into safeguarding matters and adhere to the duty to tell the truth.
3. Only share confidential information linked to concerns raised through formal safeguarding reporting processes on a 'need to know' basis.

D - Images and Personal Information

If my role requires me to take or use images of programme participants

[3] Child Domestic servitude' does not include occasional house help, babysitting, kitchen gardening during school holidays or general domestic tasks out of school time.

***I will*:**

1. Comply with TLM's Privacy and Data Protection Policy, Safeguarding People Policy and Procedures and all related national laws.
2. Ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or adult at risk
3. Obtain written 'Informed Consent' from any individual, and in the case of children from their parent/guardian, before photographing or filming. 'Informed consent' is with a reasonable knowledge of where and how their images may be used, the potential risks and consequences involved, and the provided option to opt out.
4. Ensure all imagery and personal information presents people in a dignified and respectful manner where their privacy, safety and dignity are maintained.
5. Ensure that all individuals are fully clothed and not posing in a sexually suggestive or submissive way.
6. Ensure images are honest representations of the context without reinforcing stereotypes.
7. Ensure file labels, metadata or text descriptions do not reveal personal identifying information when sending images electronically or publishing images.
8. Store images and personal information securely in password protected TLM files on TLM devices.

E- General Conduct

***I will*:**

1. Treat all people fairly with respect, courtesy and dignity, regardless of age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language, ability, sexual orientation.
2. Read and consider the relevant risk assessment and mitigation plan related to the project or activity I am working on, to ensure a safe environment is provided for all involved.
3. Fully abide with the requirements of TLM's Safeguarding People Policy.

***I will NEVER*:**

4. Use my status or position to knowingly abuse, intimidate, bully, harass, threaten, discriminate against, embarrass, shame, humiliate, coerce, or undermine any individual.
5. Engage in any exploitative, abusive, or corrupt relationships and will take appropriate action if I become aware of them.

6. Exchange money, job, goods, services, incentives, or aid for sex, including sexual favours or other forms of humiliating, degrading, or exploitative behaviour.
7. View, possess or distribute indecent images of children, adults at risk, or any individual.
8. Work under the influence of alcohol or use, or be in possession of, illegal substances.
9. Misappropriate goods intended for programme participants or any others for my own purposes.
10. Misuse my power, privilege, or authority over anyone to make them feel unsafe.
11. Take any bribes or rewards in order to cover up or ignore suspicious activity involving anyone.

Commitment

I have read, understood, and agree to abide by TLM's Safeguarding People Code of Conduct. I agree with the terms contained in the Code of Conduct and accept the importance of complying with these provisions while working with or representing TLM and its partners in any way. I understand that I may face disciplinary action and possible criminal prosecution in the case of some of the above if I do not follow these provisions. If any of my circumstances change that might affect my ability to undertake my duties within TLM and that may create a possible risk to children, adults at risk or others, I undertake to inform TLM's Designated Safeguarding Lead in-country or TLM's Global Designated Safeguarding Officer immediately and seek their guidance.

Full name:	
Date:	
Job title/role/position:	
Affiliation/Organization:	TLM-Denmark
Contact number:	
Email:	
Signature:	

The Leprosy Mission

80 Windmill Road, Brentford,
Middlesex, TW8 0QH, UK

T: +44 (0) 20 8326 6767
E: DSO@leprosymission.org

THE LEPROSY MISSION

leprosymission.org

Company Registration no: 3591514
Registered Charity No: 1076356