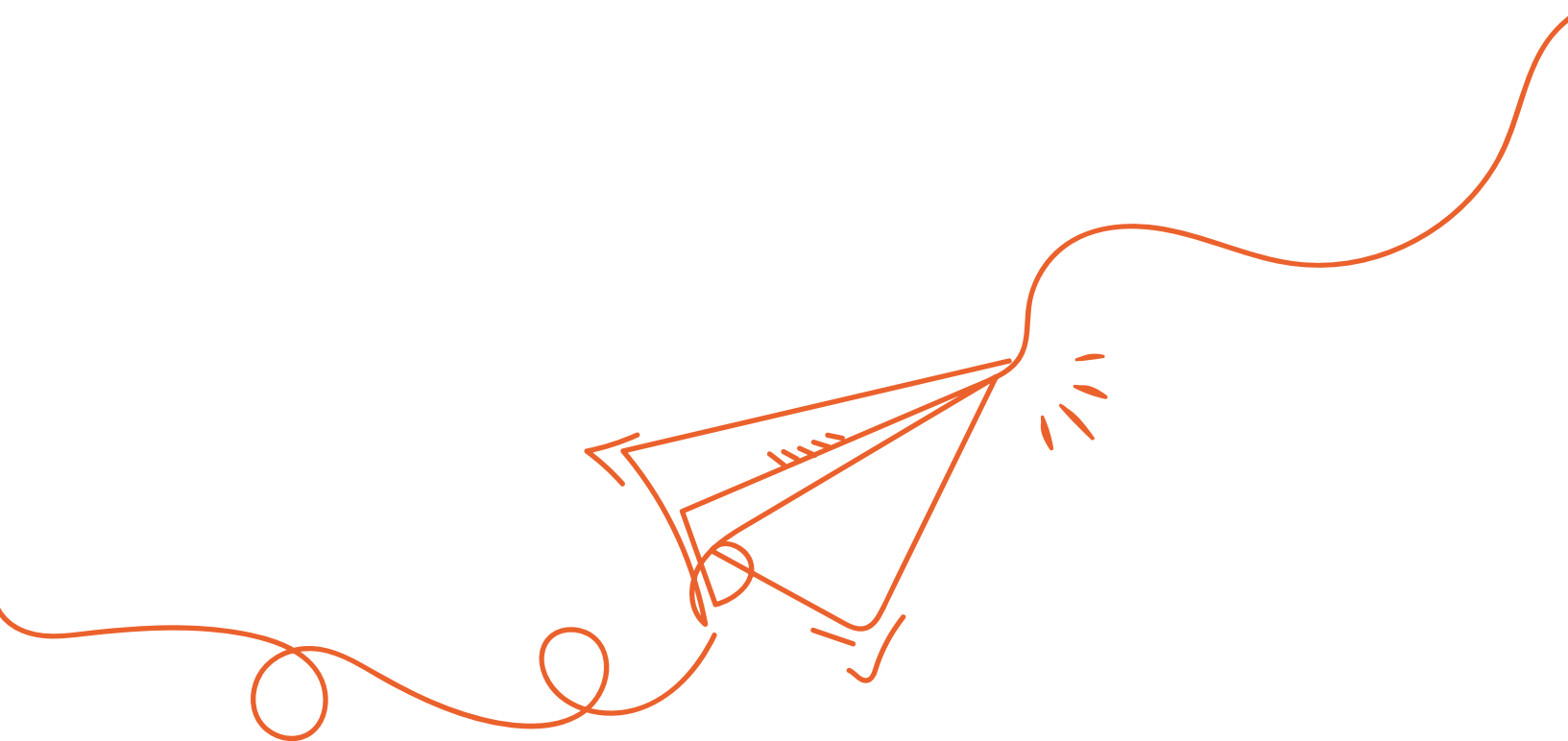


**Child
Safeguarding
Policy**



(a)

UiPath Foundation (the “Foundation”) is a global non-governmental and non-profit organisation based in Romania. The main purpose of the Foundation is to ease the equal and non-discriminatory access to learning opportunities for all children who live in disadvantaged families. In order to achieve such purpose, the Foundation organises various educational activities for children (the “**Educational Programmes**”).

(b)

According to **UNICEF’s Report on Violence against Children**, close to 300 million (3 in 4) children aged 2 to 4 worldwide experience violent discipline by their caregivers on a regular basis; 250 million (around 6 in 10) are punished by physical means. Worldwide, close to 130 million (slightly more than 1 in 3) students between the ages of 13 and 15 experience bullying. 732 million (1 in 2) school-age children between 6 and 17 years live in countries where corporal punishment at school is not fully prohibited. Particularly, **UNICEF statistics** show that in Romania, around 40 percent of adolescents admit to bullying others in schools.

(c)

The **UNICEF** statistics reveal that children experience violence across all stages of childhood, in diverse settings, and often at the hands of the trusted individuals with whom they interact on a daily basis. The violence takes place in everyday places and is done often by familiar faces. Potential perpetrators could be parents, relatives, caregivers, romantic partners of parents, educators, people from the close circle of friends or strangers.

(d)

Our aim is for **every child to feel protected and cared for during the Educational Programmes carried out by the Foundation**. In order to achieve such purpose, the policy aims to put in place the most suitable tools and mechanisms in order to avoid acts of intentional abuse of any nature against children. Furthermore, we aim to avoid any unintentional act of abuse since abuse may also be the result of unintended behaviour deriving from lack of proper training and guidance.

Chapter 1

LEGAL BASIS

1.1

The policy herein (the “**Policy**”) has been approved by the Board of the UiPath Foundation. By signing off on this Policy the Board, the highest hierarchical body of the UiPath Foundation officially undertook the mission to promote children’s rights, to protect them and to create a safe environment during all Educational Programmes. The Board has committed to providing leadership on child safeguarding and ensuring that the present Policy is effectively transposed in the activities of the Foundation.

1.2

Our policy is based on the Convention of the Rights of Children of 1989 and its additional protocols, and it is rooted in international, European, Romanian and Indian law, being fully compliant with Law no. 272/2004 concerning the protection and promotion of children’s rights (the “**Child Protection Law**”), the Declaration of Human Rights of 1948, all child-related UN conventions and the European Convention on Human Rights.

1.3

The following statutes with respect to child protection are applicable for India: The Child Labour (Prohibition and Regulation) Act, 1986, The Protection of Children from Sexual Offences Act, 2012, The Prohibition of Child Marriage Act, 2006, The Juvenile Justice (Care and Protection of Children) Act, 2015, The Prohibition of Child Marriage Act, 2006, The Commission for Protection of Child Rights Amendment Act, 2006, The Education for All Handicapped Children Act, 1975, Right of Children to Free and Compulsory Education Act, 2009.

Chapter 2

OUR VALUES

2.1

UiPath Foundation promotes Humbleness. We empower children from underprivileged communities to develop the proper skills and own their path to the future. Learning is part of our enriching educational journey and we keep an open mind to accept different perspectives, regardless of how much we already know.



UiPath Foundation promotes Equality of Respect. We create collaborative ecosystems around children living in poverty, which in turn enable their communities to take action towards meaningful change. We convey respect in relation to human dignity in all our actions and this is a guiding principle in our work, regardless of social status, gender, religion, sexual orientation, etc.

2.2

2.3

UiPath Foundation promotes Intellectual Curiosity. We make sure talent is not trapped by poverty, and we provide free access to innovative support mechanisms. Curiosity drives our perpetual effort to build significant educational experiences for all children in our programs.



UiPath Foundation promotes Social Responsibility. We nurture the leadership potential of children living in poverty and encourage them to become agents of change within their communities and long-term role models.

2.4

Chapter 3

DEFINITIONS

“Child” or “Children”

means every human being below the age of eighteen years old, regardless of having full or restricted legal capacity of exercise who is benefiting from an Educational Programme.

“Child Safeguarding”

means the responsibility UiPath Foundation has to make sure their Staff, Partners, Educational Programmes, activities and operations do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children’s safety within the communities in which they work, are reported to the appropriate authorities.

“Do no harm”

refers to organisations’ responsibility to ‘do no harm’ or minimise the harm they may be doing inadvertently as a result of inappropriate programming.

“Violence Against Children”

refers to all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, online or offline.

“Child Abuse”

means all forms of physical, verbal and/or emotional ill-treatment, sexual abuse, or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power, online or offline.

“Physical Abuse”

means actual or potential physical harm perpetrated by another person, adult or child. it may involve hitting, shaking, poisoning, drowning, and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

“Sexual Abuse”

means the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared, or else that violates the laws or moral behaviours.

„Child Sexual Exploitation”

a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim’s options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person, including in online interactions. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.¹

¹ Keeping Children Safe

Chapter 3

DEFINITIONS

“Emotional Abuse”

involves both isolated incidents, as well as a pattern of failure over time on the part of a parent or caregiver to provide a developmentally appropriate and supportive environment. Acts in this category may have a high probability of damaging the child’s physical or mental health, or its physical, mental, spiritual, moral or social development. Abuse of this type includes: the restriction of movement; patterns of belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other non-physical forms of rejection or hostile treatment.

“Commercial Exploitation”

exploiting a child in work or other activities for the benefit of others and to the detriment of the child’s physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

“Child Neglect”

means both isolated incidents, as well as a pattern of failure over time on the part of a person in a position of responsibility, trust or power over the Child to provide for the development and well-being of the child – where the person is in a position to do so – in one or more of the following areas: (i) health; (ii) education; (iii) emotional development; (iv) nutrition; (v) shelter and safe life conditions.

“Child Protection Law”

has the meaning ascribed herein in Clause 1.2.

“Educational Programme”

Future Acceleration Program: the flagship program of UiPath Foundation consisting of a 360-degree intervention (financial and material support, educational activities, medical support) for children aged 11 to 16 in Romania and India.

UiPath Foundation Mentorship Program is part of the Future Acceleration Program and consists of facilitating a mentorship relation between UiPath employees and children participating in UiPath Foundation programs.

Nurture Teachers’ Potential: providing access to quality education to children in vulnerable communities by working with teachers.

Early Education Forward: program focusing on ensuring access to quality early education to preschool children in the vulnerable communities, thus aiming to minimize the development gap they might experience when going to school and to reduce the risk of school dropout they might confront.

UiPath Foundation Volunteers Program: program connecting and involving volunteers, with a focus on UiPath Employees, in the activities of UiPath Foundation.

“UiPath Foundation”

has the meaning ascribed herein in Preamble (A).

“Policy”

has the meaning ascribed herein in Clause 1.1.

“Staff”

means all employees and providers that have a contractual relationship with UiPath Foundation, including all staff members, consultants, interns, volunteers.

“Board Members”

means individuals forming the UiPath Foundation Board under statutory provisions.

Chapter 3

DEFINITIONS

“Volunteers”

means the person that obtained the right to work, no matter the race, ethnicity, religion, sex, gender that participates in activities of public interest for the benefit of a person or of the society, organised by UiPath Foundation. The participation is not paid and activities can take place in groups or individually.

“Consultants/ contractors”

individuals that have a contractual relationship other than employment or volunteering with UiPath Foundation.

“Associates”

means all individuals, other than staff, board members, consultants/ contractors and volunteers, involved in the activities of the UiPath Foundation and encompasses Donors, Media Representatives and Journalists, Guests and Visitors.

“Donors”

individuals or entities contributing financially or materially to the budgeting or programming efforts of UiPath Foundation.

“Media representatives and journalists”

representatives of media outlets interested in conducting journalistic work or media relations in connection with the activity of the UiPath Foundation, contracted by UiPath Foundation or carrying out independent work.

“Guests and Visitors”

means all individuals visiting the UiPath Foundation premises and events locations, including guests taking part in virtual events or meetings.

“Strategic Partners”

means any legal or natural person which provides essential services or goods to the Foundation or with which the Foundation has a form of contractual relationship.

“Partners”

means any legal or natural person which has any form of contractual relationship with the Foundation.

“Providers”

all services providers in contractual relationship with UiPath Foundation.



Chapter 4

PURPOSE OF THE POLICY

4.1

The purpose of this policy is to ensure that the Foundation has guidelines and effective mechanisms in place to ensure that every Child is protected from deliberate or unintended actions that place them at risk or harm by any member of the Foundation.

4.2

This policy provides guidance and direction to all the people associated with the Foundation so that:

4.2.1

The Foundation Staff and Board Members (employees, board members, volunteers, consultants/contractors), Associates (donors, media representatives and journalists, guests and visitors), Strategic Partners, other Partners, Providers, representatives and persons associated or collaborating with the Foundation, work together to create a child-safe environment where all Children are protected from all forms of harm.

4.2.2

The Foundation Staff and Board Members, Associates, Strategic Partners, other Partners, Providers, representatives and persons associated or collaborating with the Foundation are aware of and understand the issues concerning child protection and safeguarding and strive to prevent and/or report occurrences of Child Abuse and Violence Against Children in their work.

4.2.3

Organisational risks and duty of care towards children are covered through implementing procedures to safeguard children through good practice and to create mandatory organisational standards for the Foundation in order to prevent, mitigate and respond to child protection risks.

4.2.4

There are clear guidelines on reporting mechanisms for suspected child abuse and all forms of violence against children.

4.2.5

There are clear consequences for a breach of the guidelines.

Chapter 5

POLICY STATEMENT

5.1

UiPath Foundation has zero tolerance for any form of child abuse or violence against children. Children who come into contact with UiPath Foundation must be protected from deliberate or unintended actions that place them at risk of child abuse, sexual exploitation, injury, discrimination and any other harm.

5.2

In all actions concerning children, the welfare of the child is the paramount consideration with UiPath Foundation being committed to the principles of the Convention of the Rights of Children 1989 and its additional protocols, the Declaration of Human Rights 1948, all child related UN conventions, the European Convention on Human Rights and Child Protection Law, all of which promote respect for the rights of children.



Chapter 6

SCOPE OF THE POLICY

6.1

The Policy shall apply to every Child, without discrimination of race, colour, sex, language, religion, political opinion or other opinion, national or social origin, ethnicity, property, birth or other status, the existence or the degree of any deficiency or any other difficulty or the child, his parents or legal representatives.

6.2

This Policy is designed to promote the following values and achieve the following purposes whilst carrying out our Educational Programmes:

6.2.1

Building child-safe projects and programmes. Our Educational Programmes and projects are designed to minimise the risk of harm to the Children the Foundation comes into contact with or impact upon directly by taking sufficient account of child safety. When creating a child safe environment, we take into account the best interest of the child, the communities children come from and the impact of our activities on their personal lives and on their values and human dignity. We are prone to assessing and mitigating the risks our Educational Programmes and projects may bring to children's lives and how they may be exposed to Child Abuse and Violence Against Children during their participation within these Educational Programmes. We are working towards creating strategies and adapting our Educational Programmes in order to mitigate any risks for Children.

6.2.2

Reducing the risk of harm by the Foundation Staff and Board Members (employees, board members, volunteers, consultants/contractors), Associates (donors, media representatives and journalists, guests and visitors), Strategic Partners, other Partners, Providers, representatives and persons associated or collaborating with the Foundation. Our Policy, training programmes, internal communications and recruitment process are designed to make it clear that Child Abuse and Violence Against Children by Staff and persons associated or collaborating with the Foundation are not tolerated. Such lack of tolerance is transposed in a severe set of measures for any person which is proven to have committed Child Abuse or Violence Against Children.

6.2.3

Running safe events and activities for children.

We ensure particular care is taken to ensure preventive measures are put in place to safeguard children if activities and events take place in unfamiliar places and outside family care.

6.2.4

Ensuring good practice when using media. Our Policy, training programmes and internal communications ensure that any risk of using inappropriate use of information, stories and visual images (photographs, video or social media) of children is mitigated or eliminated.

6.2.5

Ensure safety in the on-line environment and proper information regarding digital safety for children. All the educational activities led by UiPath Foundation for children on digital devices and platforms ensure protection of privacy, as well as online safety, for all beneficiaries engaged.

Chapter 7

SUBJECTS OF THE POLICY

7.1

The Policy shall apply to the Staff and Board Members, Associates, Strategic Partners, other Partners, providers and to all persons associated with the Foundation including representatives of partners, volunteers, donors, journalists and others who come in contact with children due to their association or collaboration with the Foundation.

7.2

Given the extensive range of Educational Programmes provided by UiPath Foundation the Policy shall apply to the following subjects:

7.2.1

During complementary educational activities, it applies to the volunteers, mentors, teachers, tutors, learning facilitators, educational partners, strategic partners and Staff

7.2.2

During the camp, during the learning activities, during the monitoring visits at home or at the educational centers/schools, in the community, it applies to any person coming in contact with Children.

7.2.3

All employees and collaborators of UiPath Foundation are actively involved in promoting child safety and protecting children against abuse as well as safeguarding and facilitating children's rights, while taking into consideration the child's best interest.

Chapter 8

CODE OF CONDUCT



8.1 Governing Principles for the Code of Conduct and Appropriate Training

The Foundation undertakes and makes sure that all members of the Staff and the persons associated or collaborating with the Foundation shall be informed of and understand the UiPath Foundation's code of conduct in relation to Children. The Foundation's Staff shall respect the following rules and the persons associated or collaborating with the Foundation shall implement the following rules or rules which in the end achieve the same aims and purposes as those which are aimed to be achieved by this Code of Conduct:

8.1.1

The Staff shall, at all times, identify and manage risks for children and shall at all times do everything possible to minimise risks and address any concerns and incidents appropriately when they arise.

8.1.2

Each new member of the Staff shall be informed of the Policy, shall receive a copy of it and shall sign a form of safeguarding acknowledgement (attached herein as Annex 1) before initiating any activity which consists of interaction with the children.

8.1.3

Each member of the Staff shall act in accordance with its role and responsibilities and shall comply with its obligations at the highest degree of diligence in order to make sure that all children's rights are respected and safeguarded and that any form of Child Abuse or Violence against Children is prevented.

8.1.4

In every interaction with Children, Staff members undertake that the Child's best interests must always be the primary consideration. Every action of the Staff members should be governed by this principle.

8.1.5

The Foundation shall make sure that Staff members have access to regular training on child safeguarding that is appropriate for their roles and responsibilities. The Foundation shall organise an annual mandatory training on Safeguarding.

8.1.6

All staff members will have child safeguarding responsibilities included in their job descriptions.

8.1.7

All core and non-core members of staff will undertake training on safeguarding when joining the organisation, which includes an introduction to the organisation's Safeguarding Children Policy and Procedures. After completing the training, all core and non-core members of the staff will sign the Safeguarding Policy Acknowledgement.

8.1.8

Each member of the Staff shall engage and participate in the training programmes provided by the Foundation in order to adequately recognize any cases of Child Abuse and Violence Against Children and prevent and mitigate any risks for such cases to appear during the Educational Programmes of the Foundation.

8.1.9

Each Staff member of the Foundation shall dedicate its time in attending these training programmes and shall have solid knowledge in respect of recognizing any signs of Child Abuse and Violence against Children.

8.1.10

An evidence shall be kept on the attendance of every Staff member to the trainings and courses on child safeguarding organized by UiPath Foundation or its members. Attendance is mandatory to one course per year. Each Staff member (which includes board members, volunteers, mentors, contractors/consultants) shall work with Children with a view to respecting Children's rights and their safeguarding. All actions carried out by the Staff members should be made with a view of taking care of the children, in the Child's best interest and for protecting the Child's physical and emotional well-being.

8.1.11

Apart from the continuous training, the core staff of the Foundation (employees of UiPath Foundation working directly with children) shall be trained and shall have appropriate knowledge on how to prevent, detect and mitigate Child Abuse.

8.1.12

Each Staff member undertakes to fully understand and comply with the reporting policy presented in Section 14 herein.

8.1.13

Each year, the Child Safeguarding Manager (the Executive Director) shall be presented with evidence from the Child Safeguarding Officer (the Programs Manager) attesting the continuous concern of the Staff members of UiPath Foundation for keeping Children safe. Specifically, evidence will take the form of a report which shall present (i) information on the trainings and courses which were made available to the Staff members for the previous year; (ii) a copy of training plans; and (iii) any other materials attesting compliance with Child Safeguarding according to this Policy.

8.2 Code of conduct

All policy subjects (employees, board members, volunteers, consultants/contractors, partners, providers) shall commit to and follow the below rules in order to fully ensure the observance of the rights of Children:

8.2.1

All Children shall be treated equally, regardless of age, gender, nationality, ethnicity, disability, religion or opinion, ethnic or social background or any other personal characteristics, in accordance with human rights. Each Child's dignity and right to private life shall be fully respected by each member of the Foundation.

8.2.2

Children shall at all times be part of a safe environment and shall be protected by any form of Child Abuse or Violence against Children.

8.2.3

Children shall be informed of and shall be trained of what represents appropriate and inappropriate behaviour in order to recognize forms of Child Abuse and Violence Against Children in a way which is appropriate for their age and their capacity of reasoning and understanding.

8.2.4

Use, at all times, an appropriate way of communicating and having contact with children and shall make sure their dignity, culture or personal life is in no way violated.

8.2.5

Do not engage in any inappropriate physical contact with children, do not initiate nor encourage any inappropriate relationship with children.

8.2.6

Do not contact Children for other purposes than Educational Programmes. Do not make home visits in the absence of other adult family members of the Children or invite Children to your homes and do not engage into any personal activities with Children which might be considered outside professional standards, including those detailed in guidelines for mentors shared by the Foundation with participants in the Mentorship Program.

8.2.7

Undertake activities that involve more than one other person being present, or within sight and hearing, avoid spending time alone with a child in a private/out of sight and hearing of others. One-on-one communication is not permitted, including online communication (e.g.: via social media platforms or messaging apps). Adults should not connect with children on social media accounts.

8.2.8

Violence is strictly prohibited and shall not be used towards Children, whether it constitutes verbal, emotional or physical violence.

8.2.9

The Foundation's policy subjects shall not be under the influence of alcohol or other intoxicating substances, they shall not smoke, consume alcohol or intoxicating substances when interacting with Children, provide Children with such substances or allow Children to consume such substances in their presence.

8.2.10

Do not sleep close to unsupervised children unless absolutely necessary, in which case the approval of the supervisor is needed and ideally the presence of another adult.

8.2.11

Do not involve yourself in amorous relationships with children or members of their family.

8.2.12

Do not offer gifts (money, objects, etc.) to children and their families outside the guidelines of UiPath Foundation.

8.2.13

The Foundation's Staff shall always seek to mitigate risks of Child Abuse when organizing any activity involving Children. Children shall never be left unsupervised.



8.2.14

The Foundation's Staff shall always behave like a role model for Children and shall not in any way behave violently towards other people or use explicit or violent language or gestures towards other people in the presence of Children. The Foundation's Staff shall always act in accordance with the highest integrity and decency and in accordance with the highest moral standards.

8.2.15

The Staff shall report any incident which might be qualified as Child Abuse or Violence Against Children committed against a Child, whether it is committed inside or outside the Foundations.

8.2.16

The Staff shall ensure the confidentiality of the Children and their parents and respect the rules concerning the online safety of Children stated herein in Section 9.

8.2.17

Children shall always be in the presence of a core staff member of UiPath Foundation or of the Strategic Partners/Partners/Educational Providers which shall supervise their activity and the sporadic contacts they may have with other members of the Foundation or Partners.

8.2.18

Taking photos and recording during the Foundation's events involving children is forbidden to participants, other than UiPath Foundation authorized personnel (staff, authorised photographers, video makers, journalists). Only official photos and videos distributed by the Foundation (official content) can be used/distributed by participants on social media platforms.

8.3 Acting as a role model for a healthy lifestyle



8.3.1

On the basis that children view adults as role models and learn from their attitudes and behaviours we instate that every adult who interacts with Children should promote and embody a healthy lifestyle. Therefore, the adults who interact with Children from UiPath Foundation programs during their interactions:

8.3.2

Should have a non-discriminatory attitude towards people regarding race, ethnicity, religion, age, gender, political views, disabilities, sexual orientation.

8.3.3

Should have non-violent behaviours and attitudes towards themselves, other people, animals and the environment.

8.3.4

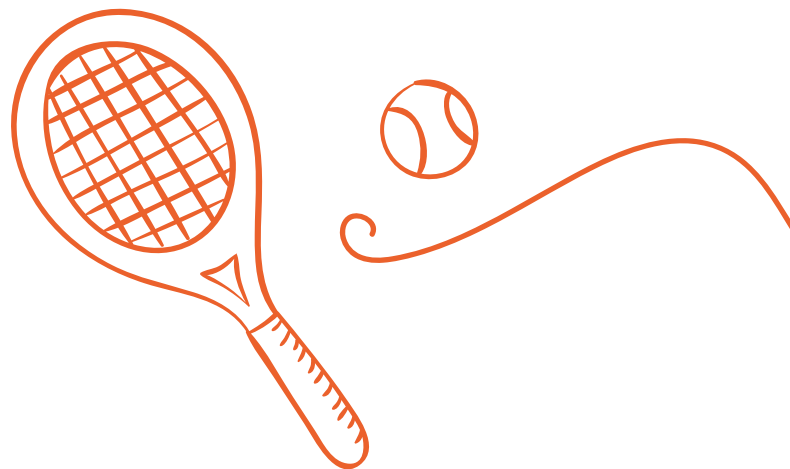
Should display healthy eating habits (no sugary foods and drinks, no alcohol, no deep-fried foods, no fizzy drinks).

8.3.5

Should not consume intoxicating substances and should not smoke in the presence of children.

8.3.6

Should respect all safety rules and wear the proper safety equipment.



8.3.7

Should not engage in activities that could endanger their physical integrity or other people's physical integrity.

8.3.8

Should respect the law (including but not limited to: road signs, traffic rules, bicycle rules and so on).

8.3.9

Should not litter and should recycle.

8.3.10

Should promote a safe interaction with social media.

8.3.11

Should not inflict their own beliefs regarding religion, politics, gender roles and values upon the children.

8.4 Online safety

UiPath Foundation aims to minimise the risk of inappropriate use of information, stories and visual content of children. The Staff and any persons associated or collaborating with UiPath Foundation should follow the following rules:

8.4.1

Each Staff member and person associated or collaborating with UiPath Foundation shall be informed of the UiPath Foundation's GDPR Policy and shall at all times undertake to respect such policy in order to respect the private life and the safety of Children. In particular, when using images and videos or any other visual content or data which might lead to the identification of a person, the UiPath Foundation Staff members and persons associated or collaborating with the UiPath Foundation must at all times make sure they have the legal basis for the processing of personal data.

8.4.2

Each Staff member and person associated or collaborating with UiPath Foundation must make sure that the dignity, integrity and right to a private life of children are respected. In particular, images of children must not show them in manners that affect their dignity, including states of undress or in inappropriate poses.

8.4.3

Each Staff member and person associated or collaborating with UiPath Foundation must make sure that the confidentiality of the children's identity and their right to a private life are respected. In particular, details attached to images and included in stories must not allow that child to be traced to his or her home or community and the images with children must not include distinctive buildings, street signs or landmarks if they identify where a child lives, studies or works. Furthermore, the Staff members and persons associated or collaborating with UiPath Foundation must avoid the localization of the children through other electronic means. For example, geotagging of images or videos should be disabled when taking photographs or when registering a video. Children should not be tagged on social media with their personal accounts.

8.4.4

Given the UiPath Foundation's commitment to respecting children's dignity and right to private life, no photograph, video or interview will be taken with a reluctant child even though parental consent has been obtained or if he/she has previously agreed to that.

8.4.5

The content gathering must be a pleasant and positive experience for the Child, providing a potential for learning and personal development and Children will never be asked to pose for images that put them at risk, physically or mentally, either at the time of gathering or in the images potential future use or that could shame, humiliate, degrade the Child or perpetrate any form of abuse (emotional or physical), discrimination or exploitation.

8.4.6

Children should never be depicted in erotic, seductive or provocative poses or context – even when illustrating child trafficking or sex work. Children should wear appropriate clothing. Never depict a Child in provocative clothing, transparent or no clothing at all.

8.4.7

In conducting online learning, UiPath Foundation and educational providers and partners shall take all appropriate measures to ensure safe access and online interaction for children, as described in the Annex 4, Guidelines for Online Learning.



Chapter 9

AGREEMENTS WITH PARTNERS

9.1

The persons associated or collaborating with the Foundation shall include partners, donors, other NGOs, government, contractors and suppliers (the “Partners”). All these persons or legal entities shall agree to respect this Policy or to have a policy which is governed by substantially the same terms as this Policy in respect of Child safeguarding, provided they have any form of contact with Children.

9.2

Partners shall commit to keeping Children safe.

9.3

In all interactions with its Partners, the Foundation shall follow the below principles in order to promote and protect Child Safeguarding.

9.4

There is a sound assessment of the Partner’s contact with, and impact on Children during the partnership and what this means for child safeguarding agreements.

9.4.1

An agreement will be reached separately with each Partner on how the Foundation and the Partner will support one another to achieve compliance and competence around child safeguarding, including the provision or exchange of resources.

9.4.2

An agreement will be reached separately with each Partner on reporting and responding to child safeguarding concerns. The agreement will include the following main essential elements: (i) the line of responsibility for reporting between partners; (ii) the implications for the partnership agreement of concerns being reported and confirmed; (iii) how concerns regarding child safeguard shall be addressed between the Foundation and its Partners.

9.4.2

The agreement with the Partner shall mandatorily include a termination mechanism in case a concern regarding child safeguarding has occurred and the Partner has mishandled such concern.

Chapter 10

BREACH OF POLICY

10.1

Any breach of this Policy by a Staff member shall be sanctioned proportionally by the Child Safeguarding Manager by taking into consideration the following criteria:

- ⇒ the gravity of the breach and its actual impact on Children; and
- ⇒ the conduct of the perpetrator before, during and after the breach, as well as his/her efforts to minimize damages.

10.2

Any breach of this Policy shall be sanctioned in accordance with the applicable law and may even lead to the termination of the employment/volunteering agreement of the person who has committed the breach.

10.3

Any breach of this Policy by a Partner which resulted in a concern which has been further mishandled by the Partner shall result in the termination of the agreement concluded with the Partner.



Chapter 11

RECRUITMENT PROCEDURE FOR CORE STAFF MEMBERS OF UIPATH FOUNDATION



UiPath Foundation undertakes to have a thorough procedure for recruiting members of UiPath Foundation who are core staff members of UiPath Foundation. For the purpose of this Policy core staff members of UiPath Foundation shall mean those members which interact with children on a frequent basis and which are strongly involved in implementing the Educational Programmes. The recruitment process of the core staff members of the Foundation shall follow the below rules:

11.1

The application file for each core staff member of the Foundation shall include the following: (i) curriculum vitae; (ii) documentation confirming identity and relevant qualifications; (iv) behaviour integrity certification according to Law no. 118/2019 regarding the National automatic register for persons who committed sexual felonies, person exploiting felonies or child exploitation; (v) if the candidate has been previously employed, at least two recommendations from past employers reflecting the candidate's values and knowledge in child safeguarding.

11.2

The Foundation members conducting the interviews and/or verifying the file of the candidate shall verify the identity of the referees and shall conduct as many background checks as possible in accordance with Romanian law.

11.3

Every person who applies for a position in the core staff member of UiPath Foundation shall be interviewed by at least one person who has relevant experience and strong knowledge in child safeguarding and human psychology; and

11.4

The interview shall include certain questions in order to determine the candidate's values in relation to the protection of children.



Chapter 12

RECRUITMENT PROCESS FOR OTHER STAFF MEMBERS

12.1

Given that other Staff members can have contact with Children and play a role in Child Safeguarding, the Foundation commits to developing recruitment processes for other staff members in order to make sure that Child Safeguarding principles are respected. Every non-core staff member shall be subject to an interview with at least one person who has relevant experience and strong knowledge in child safeguarding and psychology and the interview shall seek to determine the candidate's values in relation to the protection of children.

12.2

The file of the candidate to a position of a non-core staff member of UiPath Foundation shall mandatorily include documentation confirming the employee identity and the behaviour integrity certification according to Law no. 118/2019 regarding the National automatic register for persons who committed sexual felonies, person exploiting felonies or child exploitation.

Chapter 13

SAFEGUARDING AND REPORTING MECHANISM

13.1 The reporting mechanism shall be subject to the following basic principles:

- 1 Every person (alleged perpetrator or alleged victim) shall be treated fairly.
- 2 Any person shall be considered innocent until their guilt is established by a final judgment. No person shall be held responsible in accordance with the rules herein unless the alleged conduct is established beyond any reasonable doubt by a final judgement.
- 3 The Foundation shall defer to the competent authorities any suspicion of a Child Abuse or Violence against Children inside the organisation by completing the Reporting template attached herein as Annex 4.
- 4 Every Child has the right to be listened to, protected and supported in case he/she reports any behaviour which may be considered inappropriate.
- 5 At all times, the confidentiality of those involved shall be respected.
- 6 Every report made by a Child or another person (including other Staff Members of the Foundation) shall be treated seriously.
- 7 The Foundation is not a child safeguarding agency and thus shall refer any suspicions to the competent authorities and shall not conduct any prior internal investigations.

13.2 Roles and responsibilities of the Safeguarding Team

13.2.1 The Child Safeguarding Manager shall be the Executive Director of UiPath Foundation.

13.2.2

The Child Safeguarding Manager shall have the following attributions:

- i. shall supervise the implementation of the Child Safeguarding Policy.
- ii. shall supervise the activity of all Child Safeguarding Officer; and
- iii. shall make sure all disciplinary actions have been taken in relation to persons who have violated the Child Safeguarding Policy.

13.2.3

The Child Safeguarding Officer shall be the Programs Manager.

13.2.4

The Child Safeguarding Officer shall be appropriately trained and shall have the following attributions:

- i. to coordinate and develop child safeguarding plans and programmes.
- ii. to keep written records of all concerns, ensuring that such records are stored in a secure manner and kept separate from the respective Child's file.
- iii. refers suspicions of Child Abuse or Violence against Children to the relevant authorities, following internal analysis.

- 
- iv. to ensure that all Staff members sign to indicate they have acknowledged and understood the Child Safeguarding Policy.
 - v. to ensure that all Staff members are appropriately trained in child safeguarding; in this respect, the Child Safeguarding Officer shall keep attendance lists of the Staff members to the designated child safeguarding trainings
 - vi. to ensure that the Child Safeguarding Policy is updated annually, reflecting legislative changes.
 - vii. develop a framework for monitoring the implementation of the Child Safeguarding Policy across all programmes of the Foundation.

13.2.5

The Foundation can, if it deems necessary, also appoint a person to act as Child Safeguarding Deputy Officer. The Child Safeguarding Deputy Officer shall be appropriately trained and shall support the Child Safeguarding Officer in exercising his/her attributions. The Child Safeguarding Deputy Officer might, in the absence of the Child Safeguarding Officer, carry out those functions necessary to ensure the ongoing safety and safeguarding of Children.

13.3 Internal reporting mechanism

13.3.1

Every member of the Staff is under the obligation to report to the Child Safeguarding Officer by using the Reporting Template attached here in as Annex 4:

- ▷ a. if a Child is displaying signs indicating they are being abused/neglected or may have been abused/neglected. This includes when a Child has disclosed any information that they have been abused/neglected or that they know of another Child who has;
- ▷ b. of any behaviour by staff (paid or voluntary), parents, visitors to the program or between Children and their peers that is concerning e.g.: someone seeking to be alone with a particular child or group of children.

13.3.2

Reporting must be done within a maximum of 24 hours.

13.3.3

It is the responsibility of every Staff member who has raised a concern upon a Child's safety to ensure that their concerns have been acted upon.



13.3 External reporting mechanism

13.4.1

Once notified of a concern, the Child Safeguarding Officer will proceed with managing the case and taking relevant steps in order to secure the allegedly abused Child.

13.4.2

If the alleged perpetrator is a Staff member, the Child Safeguarding Manager must initially remove this person from having any contact with the Children, after consultations with a commission including the Child Safeguarding Manager, Officer/Deputy Officer and other members as deemed necessary.

13.4.3

External reporting must be done within a maximum of 24 hours.



Chapter 14

RISK ASSESSMENT PLAN AND SAFE PROGRAMMING

UiPath Foundation is committed to ensuring safe programming for children participating in its activity. In this sense, UiPath Foundation will examine all aspects of its service from a safeguarding perspective, to establish whether there are any practices or features of its activity that have the potential to put children at risk, what is the level or risk, and which are the mitigation options and prevention strategies.

14.1

Risk assessment processes are to be conducted for all programs biannually and constantly update on a needs basis (periodical risk assessments). After each risk assessment, the Child Safeguarding team, with the participation of the UiPath Foundation staff, will develop an Action Plan for implementing mitigation and prevention strategies for the risk identified.

14.2

All new projects, partnerships and events will be subject to a risk assessment analysis (dynamic risk assessment).

14.2

Risk assessments, both periodical and dynamic, are coordinated by the Child Safeguarding Officer, with the participation of the UiPath Foundation staff, and approved by the Executive Director. Department managers, project managers or other categories of staff are responsible to inform the Child Safeguarding Officer when a new project, partnership or event is in planning stages and to collaborate for the elaboration of the necessary risk assessment.

14.3

Annex 5 and Annex 6 are to be used as templates for drafting Risk Assessments and Action Plans. The templates can be adapted in order to fit a specific activity and to ensure a proper analysis.



Chapter 15

RELEVANT CONTACT AUTHORITIES

16.1

The Foundation shall keep a list of authorities to whom Child Abuse or Violence against Children should be reported. The list shall include the following:

16.1.1

The National Authority for the Protection of Persons with Disabilities, Children and Adoption functioning under the Ministry of Labour and Social Justice;

Chapter 15

ANNUAL UPDATE

15.1

This Policy shall be updated annually, based on legislative changes or the needs related to child safeguarding identified during the implementation of the Educational Programs of the Foundation.

16.1.2

The General Directions for Social Welfare and Child Protection, subordinated to and financed by the County Councils;

16.1.3

Public Social Assistance Services;

16.1.3

European child assistance number (116 111) run by the Child Helpline Association;

16.1.3

Children's Ombudsman.

Annex

Annex 1:

▷ **THE SAFEGUARDING POLICY ACKNOWLEDGEMENT**

Annex 2:

▷ **CHILD SAFEGUARDING AGREEMENTS FOR PARTNERS**

Annex 3:

▷ **REPORTING MECHANISM**

Annex 4:

▷ **REPORTING FORM**

Annex 5:

▷ **RISK ASSESSMENT TEMPLATE**

Annex 6:

▷ **ACTION PLAN TEMPLATE**

Appendix

Appendix 1:

▷ **INDICATORS OF ABUSE**

Appendix 2:

▷ **COMMUNICATION GUIDELINES**

Appendix 3:

▷ **MENTORSHIP GUIDELINES**

Appendix 4:

▷ **ONLINE LEARNING GUIDELINES**

ACKNOWLEDGEMENT AND ACCEPTANCE

of the UiPath Foundation's Child Safeguarding Policy

The undersigned [o], legal holder of the identity card series [o], no. [o], personal identification number [o], in capacity as employee of the UiPath Foundation, position [o], hereby undertake to ensure, in my activity with UiPath Foundation or activities I may pursue related to my position at UiPath Foundation, the protection of children and of their rights, as they derive from the UiPath Foundation's Child Safeguarding Policy and the national and international rules and regulations applicable on child protection, which I have read, understood and accepted.

I hereby declare that I received a copy of the UiPath Foundation's Child Safeguarding Policy and I commit and agree to act and carry out my work in accordance to it, even when it may demand a higher standard of child protection than the legal requirements. I also undertake to take part in at least one specialized training/information session on child protection annually, organized, supported or recommended by UiPath Foundation.

I undertake as well to report any incident that I may become aware of or suspect, related to breaches of the UiPath Foundation's Child Safeguarding Policy, of misconduct against children or violation of their rights that might take place in the context of UiPath Foundation's activity or related to it, by the addresses of the UiPath Foundation's Child Safeguarding Policy.

I am fully aware that violations of the UiPath Foundation's Child Safeguarding Policy, misconduct in respect to children or violation of their rights may represent misconduct in office (serious, as the case may be) as defined in the labor law and may lead to the termination of my employment contract with UiPath Foundation, observing the due procedure set forth by the Romanian labor laws.

I hereby declare that I have no criminal record of any kind and that I am not familiar with any reason whatsoever for which I should be considered inappropriate to work with children.

For the purposes of this document, UiPath Foundation refers to UiPath Foundation Foundation, a Romanian non-profit entity, having its headquarters at 4, Vasile Alecsandri and 11 Constantin Daniel, Building A, Office 1.3., District 1, Bucharest, 10639 Romania, registered with the National NGO Registry under no. 4/B/2019, tax registration no. 40653661.

Date:

Name and surname:

Signature:

DECLARAȚIE DE LUARE LA CUNOȘTINȚĂ ȘI ACCEPTARE

a Politicii privind Protejarea și Siguranța Copiilor a UiPath Foundation

Subsemnatul [o], deținător al cărții de identitate seria [o], nr. [o], cod numeric personal [o], în calitate de angajat al UiPath Foundation, în postul de [o], mă angajez pe această cale să asigur, în activitatea mea cu UiPath Foundation sau în activitățile pe care le pot desfășura în legătură cu postul ocupat în cadrul UiPath Foundation, protejarea copiilor și a drepturilor acestora, așa cum derivă din Politica UiPath Foundation privind Protejarea și Siguranța Copilului și din regulile și reglementările naționale și internaționale aplicabile în domeniul protecției copilului, pe care le-am citit, înțeles și acceptat.

Prin prezenta, declar că am primit un exemplar al Politicii UiPath Foundation privind Protejarea și Siguranța Copiilor și mă angajez și sunt de acord să acționez și să îmi desfășor activitatea în conformitate cu aceasta, chiar și atunci când poate solicita un standard mai înalt de protecție a copilului decât cerințele legale. De asemenea, mă angajez să particip la cel puțin o sesiune de instruire/informare specializată anual privind protecția copilului, organizată, susținută sau recomandată de UiPath Foundation.

Mă angajez, de asemenea, să raporteze orice incident de care aș putea lua cunoștință sau pe care l-aș putea suspecta în legătură cu încălcarea Politicii UiPath Foundation privind Protejarea și Siguranța Copiilor, comportamentul necorespunzător față de copii sau încălcarea drepturilor copiilor, care ar putea avea loc în contextul activității desfășurate de UiPath Foundation sau în legătură cu aceasta, de către persoanele vizate ale Politicii UiPath Foundation pentru Protejarea și Siguranța Copiilor.

Sunt pe deplin conștient(ă) de faptul că încălcarea Politicii UiPath Foundation privind Protejarea și Siguranța Copiilor, comportamentul necorespunzător față de copii sau încălcarea drepturilor copiilor pot constitui abatere disciplinară (gravă, după caz), conform definiției din legislația muncii și poate duce la încetarea contractului meu de angajare cu UiPath Foundation, cu respectarea procedurii convenite instituite prin legislația muncii din România.

Declar pe această cale că nu am cazier judiciar de niciun fel și că nu cunosc niciun motiv, oricare ar fi acela, pentru care aș putea fi considerat(ă) necorespunzător(oare) pentru lucru cu copii.

În sensul prezentului document, UiPath Foundation se referă la UiPath Foundation, o entitate românească non-profit, cu sediul social în Str. Vasile Alecsandri nr. 4 și Str. Constantin Daniel nr. 11, Clădirea A, Biroul 1.3., Sector 1, București, 10639 România, înregistrată la Registrul Național al ONG-urilor sub nr. 4/B/2019, cod de identificare fiscală nr. 40653661.

Data:

Nume și prenume:

Semnătura:

Annex 3

REPORTING MECHANISM

1 You have a concern/A complaint has been made:

Regardless if the concern/complaint is regarding a person related to UiPath Foundation (employee, volunteer, contractor, staff of partners) or a person external to the activity of UiPath Foundation, submit a referral/complaint by using the [Reporting Form](#).

The recipients of your report are :

- the Child Safeguarding Manager
- the Child Safeguarding Officer(s).

If you want to make the complaint anonymous, please choose this option when you fill in this form.

2 The Child Safeguarding team will analyse, investigate the matter, and decide whether the complaint is going to:

- be dealt with in accordance with the internal child safeguarding procedure (taking relevant action and monitor the evolution locally).
- should reach the authorities, in which case the organization will submit an official referral (to the Social Care Services or the Police) and follow-up on the evolution of the circumstances.

3 After dealing with a complaint/report, the Child Safeguarding Officer will analyse whether the Child Safeguarding Policy needs to be adapted.

4 In deciding courses of action, a child's best interest is paramount.

5 Records of complaints/reports are well kept within the organization.

6 Reports are treated with confidentiality.

7 The subject of the complaint and all witnesses must cooperate fully and openly with internal investigations and hearings.

8 Internal investigations related to allegations of criminal behaviour are to be discussed with formal authorities.

Annex 4

REPORTING FORM

Name of the child	
Name of the person submitting the report	
Date of the report	
Details of the concern * This current form refers to a child welfare concern. (Include all the details you have at the moment of the report on the who, what, when and where. Explain why your concerned has appeared and why you have decided to report the incident)	

Annex 5

RISK ASSESSMENT TEMPLATE

Risk assessment:

Type of risk assessment: *(periodic/dynamic)*

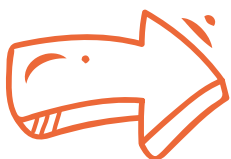
Scope: **Periodic** *(timeline covered)* / **Dynamic** *(the project, event, partnership it addresses)*

Program/ Department	Who is at risk?	What is the risk?	Risk level High - Medium - Low	What controls are in place	What additional controls are needed?	Responsible	Deadline

Annex 6

ACTION PLAN

	Area	Actions	Responsible/ Main Lead	Staff Involved	Deadline
Governance and Management					
Financial and Human Resources					
Volunteers					
Programmes management					
Partnerships					
Communication					
Monitoring and evaluation					



Appendix 1

INDICATORS OF ABUSE

“

“Recognising indications of potential abuse is complex and there is no simple checklist to allow easy recognition. There are potential warning signs that [you] can be alert to but they should be observed and assessed with care. It should not be automatically assumed that abuse is occurring and talking to the child may reveal something quite innocent. In addition, these indicators should also be considered in the local context and judgments made about their relevance. It is important, however, not to dismiss significant changes in behaviour, fears, worries, and physical indicators a child is exhibiting. [...] Do not ignore these signs, but remember it is not your role to become an investigator.”

”

Possible signs of physical abuse

- » Unexplained recurrent injuries or burns.
- » Improbable excuses or refusal to explain injuries.
- » Wearing clothes to cover injuries, even in hot weather.
- » Refusal to undress for gym.
- » Bald patches.
- » Chronic running away.
- » Fear of medical help or examination.
- » Self-destructive tendencies.
- » Aggression towards others.
- » Fear of physical contact – shrinking back if touched.
- » Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to “make him study”).
- » Fear of suspected abuser being contacted.

Possible signs of emotional abuse

- » Physical, mental and emotional development lags.
- » Sudden speech disorders.
- » Continual self-depreciation (“I’m stupid, ugly, worthless, etc”).
- » Overreaction to mistakes.
- » Extreme fear of any new situation.
- » Inappropriate response to pain (“I deserve this”).
- » Neurotic behaviour (rocking, hair twisting, self-mutilation).
- » Extremes of passivity or aggression.

Possible signs of neglect

- » Constant hunger.
- » Poor personal hygiene.
- » Constant tiredness.
- » Poor state of clothing.
- » Emaciation.
- » Untreated medical problems.
- » No social relationships.
- » Compulsive scavenging.
- » Destructive tendencies.

Possible signs of sexual abuse

- » Being overly affectionate or knowledgeable in a sexual way inappropriate to the child’s age.
- » Medical problems such as chronic itching, pain in the genitals, sexually transmitted infections (STIs), pregnancy.
- » Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia.
- » Personality changes such as becoming insecure or clinging.
- » Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- » Sudden loss of appetite or compulsive eating.
- » Being isolated or withdrawn.
- » Inability to concentrate.
- » Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or childminder.
- » Starting to wet again, day or night/nightmares.
- » Become worried about clothing being removed.
- » Suddenly drawing sexually explicit pictures.
- » Trying to be “ultra-good” or perfect; overreacting to criticism.

A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.



Appendix 2

COMMUNICATION GUIDELINES

This section considers the actions that must be taken to ensure that safeguarding is included in all communication initiatives.

The UiPath Foundation communication responsible will always be consulted for specific guidance including how to approach any communication exercise and work with journalists and the media.

We consider it our responsibility to undertake all communications, both online and offline, in a safe and reputable manner.

When using stories and/or images of children publicly, their best interests must always be considered, given all potential protection-related risks they can be exposed to. It is essential to minimise the risk of inappropriate use of information, stories and visuals (photographs, video or social media) and it is of paramount importance to respect their dignity and rights, including the right to privacy and their right to be heard.

The following guidelines must always be observed:

- » The consent of the child and parent/guardian/tutor will always be obtained before an interview/photo/video footage of a child is taken, and its intended use(s) explained. The implications of its use, including risks and possible negative consequences, especially where images will be used online, must also be explained. Child-friendly consent forms should be used for obtaining consent from children and, where possible, the child and family should be shown the material before it is published. Consent should always be obtained from the parent.
- » Given the UiPath Foundation's commitment to respecting children's dignity and right to private life, no photograph, video or interview will be taken with a reluctant child even though parental consent has been obtained or if he/she has previously agreed to that.
- » In case of interviews with children - the child and his/her guardian must always be informed that they are talking with a reporter, what the purpose of the interview is and its intended use.
- » No questions, attitudes or comments that are judgmental or insensitive to cultural values, putting the child in danger/ exposing him/ her to humiliation/ reactivating grief from traumatic events should ever be used when interviewing children.
- » All photographers / journalists contracted will be properly vetted and reference checked.
- » No photographers or filmmakers are allowed to spend time with or have access to children without supervision.
- » Where the risk of stigma is high, additional measures should be taken (concealing faces, use pseudonyms, vague geographical locations), including in journalistic materials.
- » Images of children will not show them in inappropriate poses or outfits that could be interpreted as sexually suggestive or in ways that impact negatively on their dignity or privacy.
- » No details will be attached to images and/or included in stories (personal information: full name / date of birth / full names of family members or location), that could reveal the identity or location of the child, making him/her traceable. Also, distinctive buildings or signs will not be included in any image as they make the child location identifiable. Geo-tagging of images should be disabled when taking photographs.
- » Regarding the group photos: all individuals in the group will be explained the intended use of the photo and consent must be obtained from each individual. Any individual wishing to opt out is entitled to do so.
- » Regarding the photos taken at organised events, all participants will be notified verbally or writing about the presence of cameras and they will be given the opportunity to choose whether they want or not to be featured in any photos. Their choice will be fully respected.
- » Taking photos and recording during the Foundation's events involving children is forbidden to participants, other than the UiPath Foundation authorized personnel (staff, authorised photographers, video makers, journalists). Only official photos and videos distributed by the Foundation (official content) can be used/distributed by participants on social media platforms.
- » Children will never be asked to promote products contributed by corporate supporters.
- » No payments or any other forms of compensation will be provided to children or parents in exchange for their interview, photo or consent.
- » All images /materials depicting children will be stored securely both printed (locked) and electronic versions (password-protected).

Appendix 3

MENTORSHIP GUIDELINES

Mentors are an essential part of the activity of UiPath Foundation and they contribute tremendously to the intervention UiPath Foundation is developing to support vulnerable children. Having in mind the meaningful and consistent interaction they develop with children, they should always act in the spirit of UiPath Foundation's Child Safeguarding Policy, in the name of Convention on the Rights of Children and respecting national child protection legislation, for the safety and wellbeing of children, of their families and of themselves. In addition, mentors will constantly participate in training and info sessions regarding child protection and safeguarding measures.

Mentorship is a partnership between the mentors, the family of the child and UiPath Foundation where parties should strive to always inform each other and stay connected regarding the evolutions in the mentorship relationship, the educational journey of the child and his/her development at large. The voice of the children should always be listened to and taken into consideration. Mentors should always know that if they are faced with a difficult situation the UiPath Foundation team is here to support them.

All provisions presented in the UiPath Foundation Child Safeguarding Policy apply to mentors. In addition, some specific indications are required, as it follows.

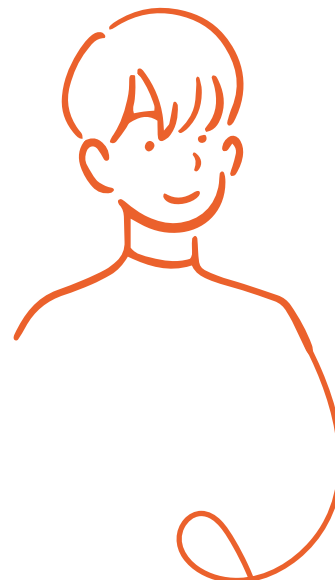
- » Mentors should always treat children with respect, without discrimination, harassment, no matter the sex, gender, culture, ethnicity, age, religion, sexual orientation, disability and capacities.
- » UiPath Foundation has zero tolerance for any type of abuse against the child. It includes, but it does not limit to hitting, slapping, shaking, dragging, bullying, cyberbullying, pushing or any other gesture that causes physical, sexual and emotional harm.
- » Mentors should be aware of the reporting mechanisms UiPath Foundation has in place for them to report concerns regarding child abuse or situations when children are at risk. These mechanisms are part of the Child Safeguarding Policy and mentors can always address the Child Safeguarding Team if they have questions regarding the mechanisms or the proper course of action when they encounter a concerning situation.
- » Mentors will build a trust-based relationship with children. If things that are confessed to them in confidence indicate that the child might be the victim of any case of abuse, mentors should inform children that they are obliged to disclose the information for their safety and best interest and take immediate steps towards reporting.
- » Mentors should always be mindful of respecting cultural and religious diversity when interacting with children, their families or legal representatives. We encourage informed debate regarding diversity of any kind, but mentors should never inflict their own values or beliefs on children.
- » Mentors should keep adequate limits when interacting with children. She/he will be aware that when interacting with children and their families, as a volunteer – mentor, she/he will be perceived as a trustworthy person and he/she will avoid any approach or behaviour that will compromise that trust and breach the limits, either during the face to face interactions, online, phone.
- » Mentors must not permit, or participate in, behaviour of children that is illegal, unsafe and abusive. He/she will not engage in any form of financial or material exploitation (including, but not limited to: theft, fraud, abuse or misappropriation of assets).
- » When faced with a difficult or undesirable behaviour of the child, the mentors will not use the punishment and reward system (neither physical, verbal or emotional).
- » Mentors should pay attention not to initiate physical contact with the children.

Mentors will never involve in a sexual activity with the children (that involves or not physical contact). It includes, but it does not limit to: indecent exposure, exposure to pornographic material, allusions or teasing with sexual connotations, inappropriate touching or not involving penetration, or involvement of adult sex workers).
- » Mentors will not engage in amorous relationships with children or members of their families.
- » Mentors will not permit the participation of the child/children in abusive activities (e.g.: intimidation, neglect, deprivation of medicines, food or shelter or neglect of her/his medical, physical and emotional needs) and will inform UiPath Foundation representatives of the situation.
- » Mentors must not engage in behaviour that could negatively influence children or set a bad example. They will abstain from smoking, consuming alcoholic beverages or any narcotic substances while in activities with children.
- » Mentors will not emotionally or psychologically abuse a child and will not put him/her in an embarrassing or degrading situation (e.g.: threatening to redraw the support or assistance, overprotecting or isolating him/her).

Appendix 3

MENTORSHIP GUIDELINES

- » A mentor should not do for the child what the child can do for herself/himself and should always empower children to grow skills for an independent life.
- » Mentors should not become the sponsors, financial supporters of the children or of their families and should restrain from offering gifts (money, objects, devices, etc) outside the lines indicated by UiPath Foundation (e.g.: Christmas gifts). Any type of material and financial support will be discussed and agreed upon with representatives of UiPath Foundation.
- » He/she will never communicate personal data of the children and of their families to other parties (online or digital), exclusively UiPath Foundation. He/she will not take and publicize photos, video materials or any type of narrative about the children with whom they will interact during the mentorship program.
- » Mentors should avoid connecting and chatting with children via social media accounts. (e.g.: Facebook, Instagram, TikTok, etc).
- » When connecting with the families of the children, mentors should always pay attention to dynamics they might create and treat parents as partners in the process of mentorship. Under any circumstances, mentors will not try to alienate the child from their parents or legal representatives (e.g.: speak about parents/legal representatives in a negative manner or initiate any type of support that could lead to a difficult situation between child and parent – buying goods for the child). Parents should always be informed and give consent for the activities, interactions, evolutions that are part of the mentorship process.
- » Mentors should always log in dates and details of the meetings with children through the methods proposed by UiPath Foundation. Mentors should not spend time outside of mentorship requirements with any child or young person connected with UiPath Foundation, except in cases of residing in the same community and when this contact is the result of family, social or community life. In the latter case, the mentor should inform UiPath Foundation.
- » Any new activity with children will be agreed upon in advance with the representatives of the foundation and with the legal representatives of the children.
- » Mentors should always avoid spending time alone with a child in a private/out of sight and hearing of others, either face to face interactions or online. Face-to-face activities are to be planned in public places and mentors should never take children to their home. Online activities are to be organised only under the guidelines indicated by the UiPath Foundation Staff.
- » The children should never be left alone with other adults.
- » For the activities under the mentorship program mentors will pick up children from their parents/legal representatives/responsible adults and will leave the children in the care of the parents/legal representatives/responsible adults at the end of the activity.
- » Activities that are part of the mentorship program should not interfere with any educational activities of the children (school or extracurricular). The activities will take place during the day (before the 20.00 o'clock). Interacting with children (online or face to face) during the night is strictly forbidden.
- » It is strongly recommended that the mentors do not involve their families or friends in the mentoring relationship and activities.
- » Mentors are not allowed under any circumstances to take children outside of their hometown for individual/group activities. Any type of visits outside of the city will be organized by UiPath Foundation representatives.
- » Mentors need to interrupt the interaction with the child in case of suspicion of a transmissible medical condition/infectious disease (e.g.: flu, COVID-19, TB) and inform UiPath Foundation representatives.
- » In case of special public health situations, mentors will follow the instructions given by UiPath Foundation in what concerns interacting with children.
- » In case of emergency, mentors will contact the parents/legal representatives of the child immediately. In case of a medical emergency, the mentor will seek immediate help.



Appendix 4

ONLINE LEARNING GUIDELINES

FOR TEACHERS, EDUCATORS, MENTORS AND OTHER PRACTITIONERS THAT INTERACT ONLINE WITH CHILDREN

Principles

- 1 Stay up to date with what online safety means!**
Teachers, educators and mentors should stay up to date with relevant online safety information, discuss and inform children about online safety, and be a role model for them.
- 2 Use appropriate and safe methods to contact children and families** - the tools approved/made available by the educational establishment/organization. Make sure that the passwords used to access the platforms are known by children and do not share them on other networks.
- 3 Communicate well in advance with parents and children** about the schedule of the classes, the platform on which you connect with children, the duration of the session. Communicate with children only during the working hours and within the schedule agreed with the UiPath Foundation staff. Do not communicate with children during the night.
- 4 Privacy and the use of personal images.**
The consent of the child and parent/guardian/tutor will always be obtained before any photo/video footage of a child is taken, and its intended use(s) explained. Do not share on social media or apps like WhatsApp photos, videos, recordings of children. Only if it is absolutely necessary to record a session for didactic/organizational purposes, make sure that children are informed that they are being recorded and access to this data is secure and the images with children are not distributed online. Sessions are not to be recorded (including mentorship sessions) unless otherwise instructed by the UiPath Foundation team.
- 5 Preventing online abuse.** The use of verbal or written violence, both in the child-adult relationship and between children is not tolerated. 28.5% of children say they interact online with people they do not know. 69% of children say they have witnessed a bullying event. Discuss online safety and cyberbullying with children. This will allow them to recognize when such an event is happening and they can report it.
- 6 The conduct must remain professional, even if the interactions with children take place in a more informal environment, from home.** For example: teachers and mentors will be careful about clothing, will not expose themselves to inappropriate circumstances, and will avoid being in bed during the conferences.
- ? Your digital identity.**
Your email addresses and IDs might be visible to children and colleagues. It is recommended that you use professional email addresses and IDs, avoiding nicknames.
- 8 Child safeguarding.**
It is possible to witness or have concerns about abuse against children (e.g.: pictures with the child being shared on other web platforms, the child being contacted online by unknown adults, being a victim of cyberbullying or child being abused at home - that you could find out about now). Please contact the child safeguarding team or the child protection authorities, depending on the situation, if you are aware of or even witnessed child abuse.
- 9 Securing connection.**
Make sure your online meeting has a password/unique code secured access and the password/code is not shared with other people. In the case of teachers, the device you use for the class should not be used by other people in your family or, if so, that the school documents and folders have restricted access.

Appendix 4

ONLINE LEARNING GUIDELINES

FOR TEACHERS, EDUCATORS, MENTORS AND OTHER PRACTITIONERS THAT INTERACT ONLINE WITH CHILDREN

Recommendations

1 **Children's access** to online meetings should be safe, therefore:

- ⇒ Links to the private lessons/meetings that can make children easily identifiable should not be shared publicly (lessons that have children's names shown, pictures, phone numbers or other identification data).
- ⇒ The access to the online meeting should be secured through passwords or unique codes which should not be shared on social networks or other public communication channels.
- ⇒ When deciding to use a certain platform, the terms of use should be checked, especially for details regarding age restrictions. Parental approval for the use of different platforms should be obtained.

2 **During the online meetings:**

- ⇒ Teachers/educators/mentors should always have the attendance list of the children who need to participate in the online work session.
- ⇒ If the lesson is open, webinar-type (anyone can attend) they must make sure that the identity of the participating children is not visible (name, email addresses, phone number, ID, pictures, videos).
- ⇒ Teachers/educators/mentors should constantly check who is participating in the lesson (whether it is audio or video lessons), and if they notice unusual attendances they should take immediate action, check the identity of the participants, remove suspicious people from the session, or even close the session immediately.
- ⇒ For children, using webcams can be a stress factor. They may feel exposed, uncomfortable with the appearance of their home or uncomfortable with the things that are happening around them. Not all children enjoy the privacy of their own room or a learning space. Children should not be forced to turn on their webcams. The UiPath Foundation's general recommendation is not to turn on children's webcams during online meetings.
- ⇒ In the case of online lessons, UiPath Foundation's policy is to allow the cameras to be opened for checking the identity of children and every time a suspicion regarding the identity of the participant occurs.
- ⇒ Even adults may not be comfortable with the look of their home or the things that are happening around them. You can choose a corner in your house that is neutral and that allows you to be alone in front of the webcam or the learning space that you create.

3 **Protecting the image and identities of children online** should be a top priority. In this sense:

- ⇒ During interactions with children online it is forbidden to take screenshots or pictures or children's names, faces. Screenshots can only be taken by the UiPath Foundation team for documentation and communication purposes.
- ⇒ Teachers/educators/mentors should not post on personal social media accounts or in other forms of communication (official social media pages of schools, groups for maintaining communication with students and parents on social media), images taken during online meetings where children's identities are visible (name, pictures, e-mail addresses, telephone numbers, video images).
- ⇒ Children should never be encouraged to reveal, in online interactions, the address where they live or where they can be found.
- ⇒ Also, children will not be encouraged to publish their phone number, email address, ID during an online lesson (whether it is during direct interaction, video/audio or chat). If these types of information are necessary for facilitating online interaction (e.g.: when a child can't be reached), teachers will contact parents.
- ⇒ Teachers/educators/mentors should avoid connecting and chatting with children via social media accounts. (e.g.: Facebook, Instagram, TikTok, etc).





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Tomorrow.**



UiPath Foundation

safe@uipathfoundation.com

www.uipathfoundation.com