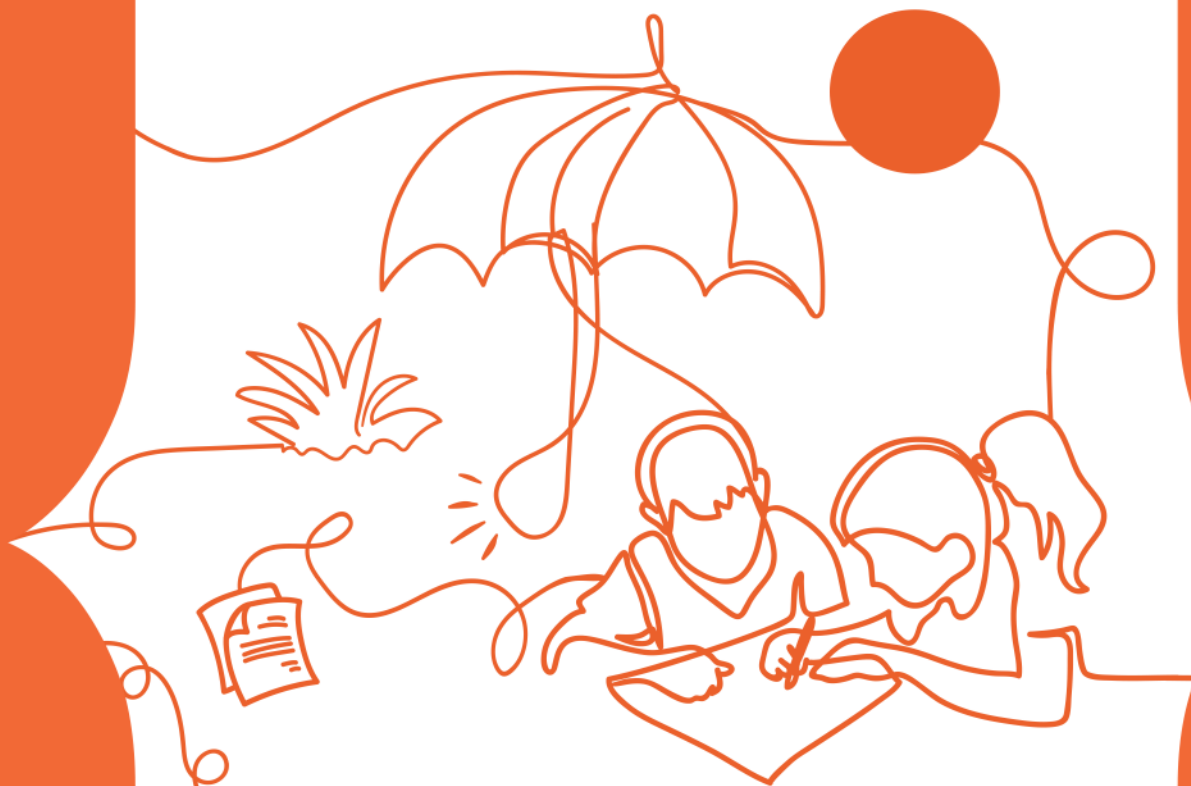




Say hi to
**The Child
Safeguarding
Policy**



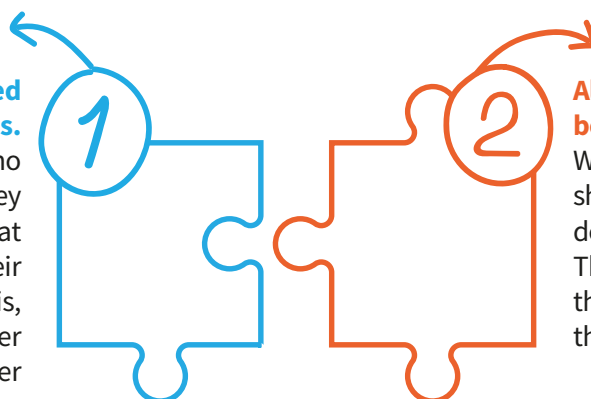
The Child Safeguarding Policy is a document we created to protect the children we are in contact with.

The best way you can use to protect yourself and to stay safe is to always be informed. Knowing your rights, it's the first step, so read this guide and get started.

Let's imagine that your rights are puzzle pieces that make you complete as a human being. We start with these two:

No child should be treated unfairly on any basis.

All children have this right, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, what their gender is, what their culture is, whether they have a disability, whether they are rich or poor.



All adults should do what is best for you.

When adults make decisions, they should think about how their decisions will affect children. The whole puzzle is made from the interactions you have with all the people around you.

Then we add more puzzle pieces >> the offline and online learning pieces.



Together we want to create safe offline and online learning activities, whether you are with us or at home or school. So, let's discover what puzzle pieces we are talking about!



Here we go!

Whether involved in the UiPath Foundation's offline learning activities or not:



- 1 You have the right to a private life and everyone who you interact with must respect that.
- 2 You have the right to a safe environment and protection.
- 3 When you interact with adults, they must use an appropriate way of communicating which does not upset you or makes you feel uncomfortable.
- 4 Adults do not have the right to hurt you, hit, punch or touch you in a way that makes you feel uncomfortable.
- 5 Adults do not have the right to shout at you, call you names, say things that you do not like or that upset you.
- 6 Do not keep it a secret if you see an adult consuming alcohol or smoking in your presence. These habits are not healthy and can affect you in the long run. And of course, we advise you to refuse cigarettes, alcohol or other intoxicating substances in any context.
- 7 In activities like camps, where you stay overnight, away from home, you should know that adults can sleep close to you only if it is absolutely necessary, with the approval of the supervisor/parent and ideally in the presence of another adult.
- 8 In our activities, you meet a lot of adults. Their role is to guide you and be there for you, as support. They are not allowed to make home visits in the absence of your parents or to invite you to their homes.
- 9 In all activities, you should know that it is recommended to be in the presence of two other people and avoid spending time alone with an adult in private.
- 10 Keep in mind that no adult who you interact with in the UiPath Foundation world is allowed to offer you gifts (money, objects) in private, outside the limits of our programs.

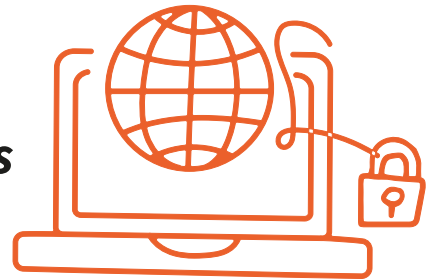
And the last pieces to complete the puzzle: the online learning and interactions pieces

The online interaction is natural for you, isn't it?
But do you know that the online world works just like real life, with rights and rules?
Together we want to create safe online learning activities and interactions for you as well!



Here we go!

Whether involved in the UiPath Foundation's online learning activities or not:



- 1** You have the right to say no to being recorded, photographed, videotaped, or interviewed when you are not feeling ok with it, even if your parents might have said yes. You must give your consent and be informed how the material is going to be used.
- 2** You have the right to stop being recorded, photographed, videotaped, or interviewed when you are not feeling ok with it.
- 3** You have the right to know the duration of the online sessions, if it is recorded, and if recorded - why is that for how it is going to be used.
- 4** You have the right to ask teachers or mentors, volunteers or other adults to delete any posts they might have posted on social media that refers to you, including photos of you.
- 5** You have the right to refuse being tagged on social media with your personal account.
- 6** You should not post and you have the right to say no to posting images with buildings, street signs or landmarks, that can show where you live or study.
- 7** You are entitled to refuse turning your camera on, or give your phone number, email address or ID during the online lessons. There are some exceptions, for example sometimes you have to turn on the camera so the teacher makes sure there are no unknown participants.
- 8** You should say no to communicating with teachers, mentors or other adults outside the agreed online sessions.
- 9** You should not get connected with teachers, volunteers, mentors, other adults on social media accounts (e.g. Facebook Instagram, TikTok, etc).
- 10** You must say no to sharing your password for the online activity on social media networks or other public communication channels.



Keep in mind:

All activities must be pleasant and positive experiences for you, teaching you new things and helping you to develop.

Follow these **4 STEPS** TO BE SAFE ONLINE

01

Do not click on any links you see or receive on the Internet. You can download a virus that can harm your phone or tablet and steal your personal information.

02

If you get bullying messages online, it's often better to ignore them, rather than answer them. You never want to provoke bullies. By ignoring them, you can take away their power. You also can try to delete or block bullies, so you no longer see their texts. If you are getting bullied online (which is called cyberbullying) ask an adult for help. Always remember to treat others with respect and never post hurtful or embarrassing messages.

03

When you're on a website, try to remain as anonymous as possible. That means keeping all private information private (your full name, any type of photos, your current location, home or school address or the address of any of your family or friends, phone numbers, passwords, names of family members).

04

Don't "befriend" strangers. Accept friend requests and interact only with people you know and trust. Cyber Predators could take advantage of your trust. Keep online friendships in the virtual world. Meeting online friends face to face carries more risks than other types of friendships, because it's so easy for people to pretend to be something they're not, when you can't see them or talk to them in person.

Because the list is longer than this, let us share with you the best advice we have ever received to be digitally safe. When you want to do something online, think about the **WWGS** rule, aka "**What would grandma say**" rule! **Yes, seriously!** If you aren't happy with your granny seeing it, do not post it! It will make you think twice before posting it and you might regret it later – especially as it could be online forever.



**Now the puzzle
is complete!**

You should remember that the puzzle
only works if every piece is in place.



4

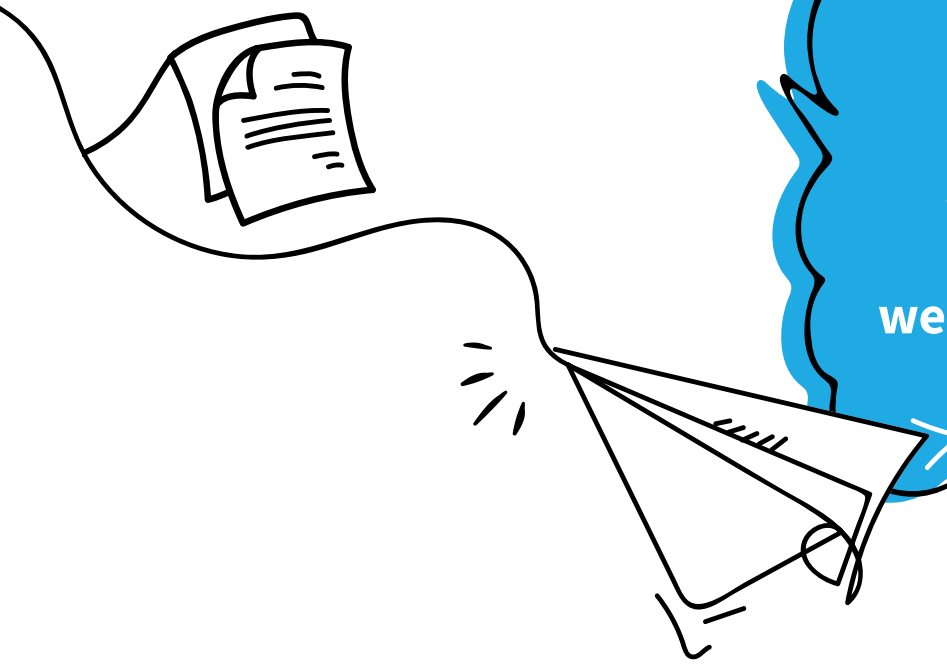
How to report?

We think it is important for you to know where to get help from if you are worried or unhappy about something or if you are not feeling safe and protected. You can talk to us and share your experience.



Don't keep it a secret if someone:

- ➡ said something to you or you have heard something that you do not like or upsets you
- ➡ made you feel uncomfortable about how or where they have touched you
- ➡ hit, punched or smacked you or hurt you in anyway
- ➡ sent you unkind messages or threatened you
- ➡ on the Internet asked you to do anything that made you feel uncomfortable



**We are here to help
make things right.
Share your thoughts
or worries,
we are here to support!
Fill in the form!**



**Make a safer
Tomorrow.**



UiPath Foundation

safe@uipathfoundation.com

www.uipathfoundation.com