WADDAN

PARTNER IN DEVELOPMENT

Our Guidelines

Standards that WADDAN staff, partners and suppliers are expected to meet

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PUBLICATION STATUS

✔ **Signed and approved by the CEO of WADDAN for publication on the official website.**

About this document

These guidelines summarize standards that apply in WADDAN's day-to-day work and that partners and suppliers are expected to meet. They are drawn from the policies described in the Policies document.

AT A GLANCE

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STANDARDS

This is a public summary. It describes WADDAN's commitments and general approach; it does not reproduce internal procedures, approval limits, security arrangements or contact points that WADDAN keeps for internal use.

Contact

For general enquiries, please visit the Contact page of the WADDAN website: www.waddan.org/contact
To raise a complaint or safeguarding concern, please visit: www.waddan.org/complaints

1. Fair Recruitment & Employment Standards

Source policy: Modern Slavery, Forced Labour & Human Trafficking Policy

- Every offer states the role, location, conditions and remuneration truthfully and in writing, in a language the person understands, before the person accepts.
- No recruitment fee, deposit or other charge is ever taken from staff or volunteers. Recruitment agents, where used, are screened, are contractually prohibited from charging workers fees, and are monitored.
- WADDAN never retains original identity documents, travel documents or bank cards. Copies are kept only where legally or operationally required.
- Wages and stipends are paid directly to the worker in accordance with the contract, without unlawful deductions. Workers are free to leave on reasonable notice, and movement is never restricted.
- Working and accommodation conditions, including for staff in remote or field locations, are safe and dignified, with gender-sensitive arrangements.

2. Disability Inclusion Standards

Source policy: Disability Inclusion Policy

Area	Standard	How it is applied
Programme design	All programmes screened for disability inclusion at design stage; barriers to participation identified and addressed	Screening recorded in the project design; barriers and the measures that remove them listed in the workplan and budget
Data collection	All beneficiary data disaggregated by disability status using Washington Group Short Set questions	Questions built into baseline, monitoring and evaluation tools; data held with restricted access
Physical access	All offices, field sites and programme venues assessed for physical accessibility; barriers remedied	Assessment completed before use of any site or venue; barriers remedied or an alternative venue used
Communication	Programme information available in accessible formats (pictorial, audio, large print, sign language) where needed	Formats chosen after consultation with participants
Employment	Reasonable adjustments provided for all staff and volunteers with disabilities; no discrimination in recruitment	Applied through the employment provisions of the Disability Inclusion Policy
Targeting	Persons with disabilities actively targeted for inclusion in all programme beneficiary selection	Selection criteria name persons with disabilities as a priority group
Complaint mechanisms	Grievance and safeguarding channels accessible to persons with disabilities, with no literacy or mobility barrier	Accessible channels as set out in the Disability Inclusion Policy

3. Child Labour — Supply Chain & Partner Standards

Source policy: Child Labour Prohibition Policy

- All procurement contracts above PKR 500,000 include a mandatory child labour prohibition clause.
- Vendors declare a child labour-free supply chain as a condition of registration; a vendor that does not sign is not registered.
- Implementing and sub-granted partners sign the WADDAN Code of Conduct and Safeguarding Declaration, and their agreements include the prohibition on child labour.
- Due diligence for vendors and partners includes a child labour question and, for higher-risk sectors, an enquiry into their own suppliers.
- Confirmed child labour in a supply chain or partner operation leads to immediate contract suspension pending remediation. Payments are withheld in line with the contract until the matter is resolved.
- A vendor or partner that refuses to remediate, conceals the use of child labour or repeats the breach is terminated, blacklisted in the Vendor Database and reported to donors and, where appropriate, the authorities.

4. Safeguarding, Anti-Fraud & Compliance Standards for Partners

Source policy: Sub-Grant & Partner Grant Management Policy

- Partners meet the minimum safeguarding requirements: an approved safeguarding policy, signed Code of Conduct, named female Safeguarding Focal Point, training before community deployment, incident notification within 24 hours, an accessible complaint mechanism and non-retaliation protection.
- Any suspected fraud, misuse of funds or safeguarding incident involving a partner is notified to WADDAN at once and is managed under the Anti-Fraud Policy and the Safeguarding Policy.
- Partners must protect personal data under the Beneficiary Data Protection Policy and hold beneficiary data on secure systems.
- Partners must apply gender, disability and inclusion standards and an accessible community complaint mechanism.

5. Digital Safeguarding Risk Mitigation Standards

Source policy: Digital Safeguarding Policy

Risk	WADDAN mitigation standard
Online grooming & contact	No digital contact with beneficiaries (especially children) via personal social media accounts; only organizational accounts with dual oversight
Data exploitation	Beneficiary data never entered into publicly accessible platforms; strict access controls on all beneficiary databases
Digital identity exposure	Facial recognition, geolocation data and biometric data collected only with explicit consent and Director authorization
Cyber harassment	All online harassment of staff or beneficiaries reported to the Director Admin & Operations, with the same investigation standards as physical harassment
Image exploitation	No sharing of beneficiary images on personal social media; organizational social media follows the consent protocol
Disinformation	Staff must not share unverified information about WADDAN, donors or beneficiaries online

Where two standards differ, the stricter one applies. Dual oversight means that at least two authorized staff members can view communications on an organizational account used with beneficiaries, and that one of them is designated to review them regularly.

6. Dignity, Consent & Donor Acknowledgement in Communications

Source policy: Branding & Communications Policy

- People are shown as active participants and leaders, not as passive victims; women, girls, persons with disabilities and marginalized groups are portrayed without stereotypes.
- Images and stories are accurate: staged or manipulated images and invented stories are prohibited, and captions describe what happened truthfully.
- Images of people in distress, nudity or degrading conditions are not used.
- Faces, names and locations are omitted where publication could endanger a person.
- Deepfakes, synthetic media or manipulated images of beneficiaries, staff or stakeholders are prohibited.
- Written informed consent in the local language is required before photography, videography or story capture, with the right to withdraw at any time.
- Donor logos and acknowledgment are included in all project materials, per grant visibility requirements.
- Organizational political neutrality is maintained in all communications.