

Safeguarding Code of Conduct

1 Purpose

Tetra Tech International Development Pty Ltd creates effective international development solutions in collaboration with clients and communities. Drawing on extensive global expertise, we tackle complex social, economic, and environmental issues to foster positive change. Our **Safeguarding Code of Conduct, policies and procedures** aligns with and supports our purpose: thriving people, thriving communities, thriving planet, and actively embraces our values that commit us to a safe work environment.

This Safeguarding Code of Conduct applies to all personnel undertaking work for Tetra Tech International Development, referred to within this document as 'Tetra Tech'. Any reference made in this document to "personnel" whether internationally or locally recruited, regardless of the type or duration of the contract, includes direct employees, consultants, secondees, contractors and sub-contractors, visitors, volunteers, our partners – those individuals and companies that subcontract or consult on Tetra Tech programs – and the communities we work with at Tetra Tech.

This Safeguarding Code of Conduct ('Code') aims to:

1. Set clear standards of prohibited and expected behaviour and conduct relating to Child Protection ('CP') the Prevention of Sexual Exploitation, Abuse and Harassment ('PSEAH'), and Modern Slavery ('MS').
2. Enable Personnel to recognise safeguarding risks and unacceptable behaviours, duties and obligations, and to respond to suspected, potential or actual safeguarding incidents appropriately when required; and
3. promote a 'do no harm' approach in addressing safeguarding issues.

Tetra Tech has a **zero-tolerance** approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, project, or office where we work.

2 Application

This Code forms part of the contract that any Personnel enters into with Tetra Tech. It complements existing policies and procedures relating to CP, PSEAH, and MS. Personnel are expected to understand, apply and uphold our CP, PSEAH and MS policies¹, procedures, practices, and who Tetra Tech is accountable to.

In agreeing to this Code, Personnel confirm that they will also hold their employees, subsidiaries, subcontractors and third parties that they engage accountable to the values and standards set out in this Code.

The Code applies in respect of conduct that relates to, or is in any way connected with, working with Tetra Tech.

The definitions that must be applied to and form part of this Code, can be found in **Annexure "A"**.

3 Minimum Requirements

Tetra Tech's minimum requirements are informed by applicable laws, international standards, our policies, business needs and stakeholder requirements and expectations. We expect all Personnel to operate in a manner which meets or exceeds our minimum requirements and be able to demonstrate their commitment to Tetra Tech's expectations in relation to Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment, and Modern Slavery.

¹ See <https://intdev.tetrattechasiapacific.com/responsible-business-practices/>.

PERSONNEL MUST

Personnel must:



- Comply with all requirements set out in this Code and in Tetra Tech CP, PSEAH and MS policies and procedures, and carry out duties in a way that upholds the values and principles of those Policies and procedures.
- Comply with all Australian and local relevant laws and regulations, including but not limited to labour laws in relation to child labour.
- Adhere to all Reporting requirements and timeframes, as set out in the PSEAH, CP and MS Policies and Procedures and this Code. See Section 5, Reporting of this Code.
- Ensure processes are in place which allow personnel to report non-compliance with this Code anonymously and free of retribution or other unfavourable treatment.
- Take appropriate steps to address and resolve breaches of the Code.
- Immediately **disclose** all charges, convictions, current or ongoing investigations and other outcomes of any offence(s) that relates to:
 - sexual exploitation, abuse and/or harassment;
 - modern slavery/trafficking in matters; and/or
 - child abuse/exploitation matters
 including those under traditional law, which occurred before or occurs during association with Tetra Tech.



- Ensure that all employees are aware of and have access to this Code.
- Provide true and accurate requested information to Tetra Tech in a timely manner, including in relation to operations, supply chains and other safeguarding-related matters, through questionnaires, interviews, site visits and audits.
- Ensure employees (including any employee in operations):
 - a. are provided with at least the minimum level of wages and other entitlements in compliance with relevant labour laws and applicable industrial instruments, in the country where the work is undertaken, but in all possible circumstances, strive to ensure employees are provided with a living wage;
 - b. do not pay any recruitment fees or related costs to employers, recruiters, or other third parties, or otherwise incur any debts in relation to such fees;
 - c. maintain exclusive possession of their travel and/or identity documents, other than in accordance with legislative requirements for obtaining relevant visas, etc.;
 - d. rights to freedom of association, collective bargaining and the right to form and join trade unions, in compliance with relevant local laws are respected; and
 - e. have access to an effective complaints and feedback mechanism.
- **Address/Remedy** any adverse impacts on human rights which the contractor has caused or contributed to.



- Ensure all conduct is and is seen to be of the highest ethical standards and that it creates and contributes to, and upholds a safe, respectful and supportive environment for all people, regardless of their age, gender or other factors.
- Bear in mind that conduct and activities outside the workplace, even if unrelated to official duties, should not compromise the interests of Tetra Tech, bring into discredit or offend the community in which they live or work.
- Contribute to building an environment where all people we work and interact with are respected, and protected from all forms of violence, abuse, exploitation and other abuses of power. For children to ensure this environment also protects them from neglect and upholds their best interests.
- Provide international development, programs and assistance in a manner that promotes the dignity and rights of all people we work and interact with (including workers, of program recipients, and other people impacted or engaged in Tetra Tech Programs and/or activities) and promotes specific pathways for seeking assistance for rights abuses including, but not limited to labour rights abuses, exploitation and other forms of violence, sexual exploitation, abuse and harassment (SEAH), and/or CP incidents.



- Cooperate in good faith with an investigation or audit, conducted in accordance with Tetra Tech policies;
- Attend and actively participate in all mandated **Safeguarding trainings**, including but not limited to Child Protection, Protection of Sexual Exploitation, Abuse and Harassment, and Modern Slavery.
- Identify, assess, manage and mitigate safeguarding **risks** in all work activities and contexts, including in operations and supply chains, in an ongoing and proactive manner. This includes taking all reasonable steps to prevent and respond to:
 - a. SEAH;
 - b. Safeguarding retaliation;
 - c. All forms of violence against, and the exploitation, neglect and abuse of, children, including:
 - Where working with or contact with children is identified, all downstream partners (including Personnel) who are engaged by Tetra Tech to perform any activity, **must** develop and implement a child-safe approach and comply with relevant minimum child protection standards as set out in Tetra Tech's Child Protection Policy.
 - d. Modern Slavery, including to manage operations and supply chains in a manner:
 - That upholds the United Nations (UN) Universal Declaration of Human Rights, UN Guiding Principles on Business and Human Rights, and the International Labour Organization's Core Conventions; and
 - With the overall aim of avoiding or mitigating modern slavery risks, harms and other impacts.
- Comply with confidentiality and data protection requirements, including but not limited to:
 - Only disclose personal information, images, or data related to children, or a victim/survivor of PSEAH/MS with proper informed consent and necessary safeguards; and
 - The requirements set out in **Section 4, Photographing, filming and/or recording a child** herein.

PERSONNEL MUST NEVER

Specifically, but not exclusively, personnel must never:



- Fail to comply with the minimum requirements outlined in this CoC.
- Discriminate against or treat any person disrespectfully because of their age, race, colour, gender, language, religion, political or other opinion, national, ethnic, geographical, social origin, property, disability, birth or other status.



- Engage in actions or behaviours that are and/or could be perceived by others as: any type of abuse, exploitation and/or harassment, including sexual abuse, sexual exploitation, sexual harassment; inappropriate; demeaning; and/or culturally inappropriate.
- Engage in safeguarding-related retaliation.
- Offer special benefits (including money, employment, goods, assistance, or services) in exchange for expressed, implied, or demanded sex, or sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Actually, or attempt to abuse a position of vulnerability, differential power or trust for sexual purposes. This includes profiting monetarily, socially, or politically from the sexual exploitation of another.
- Engage in any of the following verbal or written conduct or behaviour, including via electronic communication, any platform or telephone, (to adults or children): abusive, sexually derogatory remarks, sexually provocative, graphic verbal commentaries about an individual's body or dress, sexually abusive, sexually degrading words used to describe an individual, sexually suggestive, or obscene letters, notes, emails or invitations, demeaning, inappropriate (including culturally inappropriate) language or comments, name-calling, innuendos, slurs, jokes, sexual advances, or propositions.
- Engage in any of the following visual conduct: leering, sexual gestures, displaying or distributing sexually suggestive objects or images, cartoons, graffiti posters or magazines including the electronic forms of these objects or pictures.
- Actually, or threaten physical contact or conduct, such as patting, pinching, blocking movements, any non-consensual kissing, touching, grabbing or rubbing, or any other non-consensual or offensive contact.
- Engage in rape or attempted rape, as well as any other sexual activity not consented to, or threaten an unwanted sexual act.
- Use the organisation's computer equipment or other technology or office space to view, download, create, distribute, share or save in any format indecent or inappropriate material, including but not limited to any material of a sexually abusive or exploitative nature, adult pornography, or child pornography, or child sexual abuse, or child sexual exploitation material, or anything sexual in nature.
- Condone, engage in or be a party to trafficking in persons or child trafficking.




- Pursue a personal relationship with a member of staff you directly line manage, have line management responsibility over, or with whom you work on a daily basis.
- Pursue a personal relationship with any program recipient.
- Engage in transactional sex or sexual activities. This includes the services of prostitutes or sex workers, regardless of the legal status of prostitution in the country the personnel is in, or their country of origin. This extends to such use outside of working hours.
- Engage in Modern Slavery or use Modern Slavery practices in their operations or supply chain.
- Cause another person to enter into or remain in forced labour or conduct a business involving the forced labour of another person, where 'forced labour' refers to work or services conducted under the threat of penalty, where the person has not offered themselves voluntarily.
- Engage in fraternisation, as non-national personnel in the field, whilst engaged in the delivery of business – or – where you hold a differential power imbalance, for instance in emergency or disaster work even as a national of the country.




- Engage in child abuse of any kind (including physical, emotional/psychological, sexual or other) and/or child exploitation, or any actions or behaviours that could be construed as child abuse or exploitation. This includes any actions or behaviours that cause emotional or psychological harm to children, such as bullying, intimidation, or exposing them to distressing situations.
- Use any technology, including any computers, mobile phones, video cameras, cameras, social media or other technology or platform to exploit or harass children, or access child exploitation material through any medium.
- Engage children under the age of 18 in any form of sexual intercourse or sexual activity, including, but not limited to: grooming, exposing children to sexual images or activities, paying for sexual services or acts.
- Invite unaccompanied children into any private residence (including your home, unless they are at immediate risk of injury or in physical danger).
- Be alone when working near children, unless absolutely necessary.
- Sleep close to unsupervised children, unless absolutely necessary, in which case you must obtain your supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to an individual's own child/children).
- Use physical punishment on a child or vulnerable adult
- Engage in or arrange a marriage of a child (marriage of someone under the age of 18) or any practices that could be construed as facilitating the marriage of a child.
- Hire children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Employ children below the minimum legal working age according to local labour laws, or employ a child (under 18 years of age) to engage in hazardous work which may cause harm to their health, safety or welfare, or for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Engage in, or express interest in, any form of sexual activity with children (any person below the age of 18), including paying for sexual services. Where the country's age of consent/adulthood is higher than 18, then the highest age is taken. Mistaken belief in the age of a person is not a defence. It is also not a defence if locally the age of majority or consent is lower than 18.

4 Photographing, filming and/or recording a child


When **photographing or filming or recording a child** or using children's images/audio for Tetra Tech work-related purposes or in the course of employment, Personnel must:




Avoid using any personal devices to photograph or film or record or store photographs, videos, audios or other images/recordings wherever possible. If a personal device is used - immediately and securely move to a work device and delete it from the personal device.




Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming or recording a child.




Obtain informed consent from the child and parent or guardian of the child before photographing or filming or recording a child and in doing so, you must explain how the photograph or film will be used (including any potential uses in future, where it will be used, who will see it, how it will be presented and in what context). Informed consent must also include information that the child and/or the child's parent/guardian can withdraw consent for Tetra Tech's use of the image and how they may do this. If they consent to the image being shared with third parties, such as clients, it should be noted that Tetra Tech no longer will have control over that image or ability to seek for it to be removed/consent withdrawn.



Ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner, nor with vulnerable or submissive connotations. Children should be adequately clothed, including covering their buttocks, genitals and nipples, and not in poses or clothing that could be seen as sexually suggestive. Ensure images are honest representations of the context and the facts and avoid perpetuating stereotypes or stigmatisation.



Ensure the safe and secure storage of photographs, videos, audio or other images/recordings, and ensure that file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form. This includes limiting access to authorised personnel and utilising encrypted storage solutions wherever possible.



Ensure that informed consent is provided, along with any images and video, to the Adelaide-based communications team so that they can be appropriately filed to ensure compliance with audit requirements. Please note: A guardian does not include a teacher, principal or community leader.

5 Reporting

5.1 Zero tolerance

- 5.1.1 Tetra Tech has a **zero-tolerance** approach towards sexual abuse, exploitation and harassment (SEAH), and child abuse and child exploitation, modern slavery and safeguarding-related retaliation. This zero-tolerance extends to inaction which means Personnel must take action for all disclosures, complaints or information they receive about potential, presumed, suspected or actual safeguarding incidents or matters.
- 5.1.2 It is not up to Personnel to determine or investigate whether an incident or matter has occurred or not. The obligation is to report regardless of their personal beliefs.

5.2 Personnel must comply with the requirements in this table:

What Personnel must report	When Personnel must report by	How Personnel must report
Child Protection Including, but not limited to any known, suspected or alleged conduct by themselves or others which constitutes child abuse or exploitation (including possession of child sexual abuse or child exploitation material), or conduct. Including neglect, in which a child or vulnerable adult is placed at risk of harm. *NOTE: This report must be made, regardless of whether the victim/survivor has consented.	Immediately	You must notify Tetra Tech of the any Child Protection, SEAH, Modern Slavery, Safeguarding-related retaliation and/or non-compliance matters by providing all available relevant detail and information concerning the allegation. You can choose to report in one of the following ways: <ol style="list-style-type: none"> Supervisor, Manager or Leader; Safeguarding Focal Point; By emailing: <p>For Child Protection: child.protection@tetrattech.com</p> <p>For PSEAH: pseah@tetrattech.com</p> <p>For Modern Slavery: modern.slavery@tetrattech.com</p>
SEAH Including but not limited to any known, suspected or alleged conduct by themselves or others which constitutes sexual exploitation, abuse, or harassment . *NOTE: This report must be made, regardless of whether the victim/survivor has consented.	Immediately	<ol style="list-style-type: none"> Call the COZ Safeguards Hotline on +61 8 8375 4433, or via Microsoft teams COZ Safeguards Hotline; <p>» Post to Ground Floor 422 King William Street, Adelaide SA 5000;</p> Annonymously report through the complaints and reporting page on Tetra Tech's website https://intdev.tetrattechasiapacific.com/complaint/
Modern Slavery Including but not limited to any known, suspected, or alleged conduct by any personnel which constitutes engaging in Modern Slavery, or an actual or reasonably suspected breach of Modern Slavery Laws.	Immediately	<ol style="list-style-type: none"> Annonymously report via Tetra Tech's anonymous, 24-hour-a-day Ethics Hotline: dial 1800 683 082 within Australia or access hotline numbers outside of Australia, or via Tetra Tech's anonymous online reporting portal at tetrattech.ethicspoint.com
Safeguarding-related retaliation This includes but is not limited to any safeguarding related retaliation that personnel have witnessed, know of, or suspect. *NOTE: This report must be made, regardless of whether the victim/survivor has consented.	Within two (2) working days	
Non-compliance (with this Code of Conduct and/or relevant Policies) This includes but is not limited to any non-compliance that personnel have witnessed, know of, or suspect, including failure to report any change in circumstances.	Within two (2) working days	

When reporting, the following steps should be taken in line with the timeframes listed above under the PSEAH, Child Protection, and Modern Slavery sections, **personnel must also:**

- 5.2.1 Ensure the immediate safety of the victim/survivor (with their consent).
- 5.2.2 Take appropriate actions in response to the incident, which may include suspending or terminating the engagement of the individual(s) accused and/or referral for criminal investigation.
- 5.2.3 Share information on the allegation with relevant authorities as appropriate, after carrying out a risk assessment and obtaining informed consent from the victim/survivor(s).
- 5.2.4 Refer the victim/survivor(s) to safe and confidential victim/survivor assistance, including legal assistance (where available) based on their needs and consent.
- 5.3 Where an individual has already reported, but becomes aware of additional information, the individual must also report that information.
- 5.4 There will be no repercussions for those who report issues or alleged incidents. For example, reporting will not put you at risk of losing your contract or agreement with Tetra Tech. Repercussions are unlawful and are against Tetra Tech's values and policies.

6 Declaration

I confirm that I have read, understood, and shall abide by this Code for the entire period I am contracted by, associated with, and/or represent Tetra Tech. I understand that violation or non-compliance of any of the above Code or the PSEAH, Child Protection and Modern Slavery policies that underpin it, may result in immediate disciplinary action, which can include termination of my agreement with Tetra Tech.

I understand that Tetra Tech must be satisfied that the personnel or contractor it decides to engage to deliver services can meet and apply SEAH, CP and Modern Slavery safeguarding standards and will conduct checks to ensure compliance.

Name	
Title	
Company (if applicable)	
Signature	
Date	

Date	Description	Content Owner	Approver
November 2024	Content updated to include all personnel undertaking work at Tetra Tech	Head, Legal, Risk, Compliance	Managing Director, Asia & Pacific
Review frequency:		1 years	Next review by: November 2025

Annexure A

Definitions

Term	Definition
Changes in Circumstances	<p>Personnel should report the following changes in circumstances to management:</p> <ul style="list-style-type: none"> • involvement in criminal activity • disciplinary procedures and/or criminal or civil court proceedings relating to child exploitation and/or abuse, or any other forms of exploitation and/or sexual matters.
Child/Children	<p>In accordance with the United Nations Convention of the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this Policy, DFAT considers a child to be a person under the age of 18 years, or in countries where the age of majority is older than 18, the highest age will apply.</p>
Child Abuse Material	<p>Material that depicts or describes (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.</p>
Child Exploitation	<p>One or more of the following:</p> <ul style="list-style-type: none"> • committing or coercing another person to commit an act or acts of abuse against a child, including sexual abuse • possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material • committing or coercing another person to commit an act or acts of grooming or online grooming using a minor for profit, labour, sexual gratification, child sexual exploitation material (sometimes referred to as child pornographic material) or some other personal or financial advantage • any act of child trafficking
Child Exploitation Material	<p>Material, irrespective of its form, which is classified as child abuse material or child pornography material.</p>
Child Pornography Material (also referred to as Child Sexual Abuse Material)	<p>See definition of Child Sexual Abuse Material.</p>
Child Sexual Abuse Material (also referred to as 'Child Pornography')	<p>In accordance with the Optional Protocol to the United Nation's Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information about child pornography offences, refer to the Criminal Code Act 1995. This includes material that depicts or describes a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive.</p>
Child Trafficking (also referred to as 'Trafficking in Minors')	<p>Child Trafficking (or Trafficking in Minors) is defined in two elements:</p> <ul style="list-style-type: none"> • The act of recruiting, transporting, transferring, harbouring or receiving a child; for • the purpose of exploitation (exploitation includes but is not limited to: slavery, or a condition similar to slavery, servitude, forced labour, sexual exploitation, prostitution, forced marriage, removal of organs, begging, debt bondage, or other forms of exploitation). <p>This includes attempts and intentions to traffic a child. The means and/or the consent of the child (and/or their parent/guardian) to the actual or intended exploitation is irrelevant.</p>

Term	Definition
Downstream partner	Includes all suppliers, individuals and organisations with whom Tetra Tech directly enters into an Agreement to deliver work and/or its objectives, including but not limited to: <ul style="list-style-type: none"> • suppliers of goods and services • contractors and service providers including consultants, advisers and other directly contracted individuals • non-Government Organisations (NGO), Civil Society Organisations (CSO) • grant recipients • multilateral organisations • partner governments and bilateral donor partners • other Australian Government entities
Fraternalisation	Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It could include sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations
Grooming (see also ‘Online Grooming’)	Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual abuse, to obtain sexual material of a child, to obtain a child’s trust or compliance, to maintain the child’s silence, and/or to avoid discovery of sexual abuse. This includes behaviours that manipulate and control a child, as well as their family, kin and carers, or other support networks, or organisations to perpetrate child sexual abuse. For example, an offender might build a relationship of trust with a caregiver and then seek to spend time alone with the child, or an offender might build a relationship of trust with the child, and then seek to sexualise that relationship (for example by encouraging romantic feelings, or exposing the child to sexual concepts through pornography). Grooming can occur in families, by other people a child knows, within organisations and online.
Emotional Abuse (of a child) (sometimes referred to as psychological abuse)	Refers to a person’s, in particular a parent or caregiver or other adult’s inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. This includes acts and omissions that have a high probability of harming the development of a child, including long-term physiological harm, mental health consequences, damaging a child’s self-esteem or social competence. It may include terrorising a child, repeatedly making a child feel frightened by threatening to kill, hurt or abandon them, threat of abandonment, harm, injury or danger against a child or a child’s loved ones or objects, repeated interactions with a child that convey they are worthless, flawed, unloved, unwanted, endangered, only valued by meeting the needs of others, repeatedly belittling, degrading, shaming or ridiculing, repeatedly singling out a child to criticise or punish, repeatedly humiliating a child, repeatedly pushing a child away and ignoring them, repeatedly insulting, name calling, hurting a child’s feelings, psychological bullying (direct or indirect), including cyber-bullying and cyber stalking, harassing, exposure of a child to acts of violence, including physical, sexual or psychological that occur within the family or domestic unit, resulting in or with a high likelihood of resulting in psychological, social, emotional and behavioural problems.
Employee/s	A person employed by Tetra Tech on a permanent, contract or temporary basis in Australia or overseas. ‘Employees’ also includes all employees engaged by Tetra Tech’s Suppliers and other non-Employees (such as independent and sub-contractors) who perform work for Tetra Tech).
Modern Slavery	Includes any conduct which constitutes modern slavery under any Modern Slavery Law, including without limitation, slavery, human trafficking, servitude, forced labour, deceptive recruiting of labour, the worst forms of child labour, and forced marriage, including in supply chains.
Modern Slavery Laws	Refers to the <i>Modern Slavery Act 2018</i> (Cth), the <i>Modern Slavery Act 2018</i> (NSW), Divisions 270 and 271 of the <i>Criminal Code 1995</i> (Cth), the <i>Human Rights Act 2019</i> (Qld), and any other binding or non-binding guidelines issued by an entity or person so

Term	Definition
	authorised under Modern Slavery Law, and anti-Modern Slavery laws or regulations in force in Australia, and other jurisdictions in which Tetra Tech operates, or otherwise applicable to Tetra Tech or the Supplier from time to time with respect to reporting on or addressing the risks of modern slavery, including business operations and supply chains with respect to related purposes. Where there are inconsistencies between laws, personnel will be held to the highest standard.
Neglect (of a child)	The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development, wellbeing and protection from danger. This may include a failure to meet their psychological or physical needs, to protect them from danger, to obtain medical, educational or other services when those responsible for the child's care have the means, knowledge and access to services to do so.
Online Grooming (also see Grooming)	Is the process of establishing and building a relationship with a child while online, to facilitate sexual abuse that is either physical (in person) or online. This is achieved through the internet, or other technologies such as phones, social media, gaming, chat and messaging applications. Online grooming may involve perpetrators encouraging children to engage in sexual activity, to send sexually explicit material. This may include: the act of sending an electronic message to a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be a child. To evade detection whilst grooming children, perpetrators may also convince children to use different online platforms, including those using encrypted technologies.
Physical Abuse (of a child)	The use of physical force against a child that results in or has a high likelihood of resulting in harm to the child. Harm includes injury, pain or psychological suffering. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, knocking a child down, punching, pushing, kicking, scratching, pinching, pulling hair, forcing a child to stay in an uncomfortable position, confining a child through isolation or in humiliating or degrading conditions, repeatedly confining a child, placing unreasonable limitations on their freedom of movement or social interactions, biting, burning, strangling, maiming a child, wounding a child, acid attacks, removal of organs for non-medical reasons, genital mutilation, assault with a weapon and poisoning.
Retaliation (Safeguarding Related)	<p>Retaliation means any direct or indirect detrimental action that adversely affects the employment or working conditions of an individual where such action has been recommended, threatened or taken for the purpose of punishing, intimidating or injuring an individual because that individual:</p> <ul style="list-style-type: none"> • has made a disclosure/report against that person or another colleague/personnel/partner in relation to safeguarding (including PSEAH/Child Protection/Modern Slavery). • Complied with their obligations under a code of conduct, PSEAH/Child Protection/Modern Slavery policy/procedure. • Cooperates in good faith with an investigation or audit in accordance with policies, procedures, legal or other obligations.
Sexual Abuse (of an adult)	The actual, threatened or attempted physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes, but is not limited to sexual assault, rape, molestation, and other forms of non-consensual sexual activity such as kissing or touching. Any sexual activity with a child (as defined herein) is considered sexual abuse, - also referred to as child sexual abuse.
Sexual Abuse (of a child)	The involvement and/or use of a child in any sexual activity or for sexual gratification by an adult or significantly older child or adolescent. This includes acts that are either completed or attempted. Sexually abusive behaviours can include touching or fondling genitals; masturbation; oral sex; rape, vaginal, anal or oral penetration of a sexual nature of the body of a child with any body part or object, including by a penis, finger or any other object; fondling or touching breasts; voyeurism; exhibitionism; making a child touch someone else's genitals, and exposing the child to, or involving the child in, pornography, sexual abuse or sexual activities. This also includes non-contact sexual acts - any form of verbal or non-verbal non-physical conduct, whether isolated or persistent that involves references to the body, sexual organs or sexuality

Term	Definition
	of the child, including conduct via technology. For instance, threats of sexual nature, sexual grooming, unwanted sexual jokes, exposing of sexual organs, subjecting a child to sexual advances, persistent leering looks, stalking of a sexual nature, sexting.
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including but not limited to profiting monetarily, socially, or politically from the sexual exploitation of another. For example, coercing individuals into engaging in sexual activities, sexual acts or sexual favours, in exchange for aid, money, goods, services, employment opportunities, or other benefits.
Sexual Harassment	A person sexually harasses another person, including a child, if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. (Definition as per the Sex Discrimination Act 1984). The perspective of the person targeted by the conduct decides what is reasonable or not in terms of unacceptable behaviour.
Supplier/s	<p>An entity or person who has entered into an agreement with Tetra Tech for the supply of goods or services.</p> <p>Unless otherwise indicated, a reference to 'Suppliers' in this document includes a Supplier's employees, subsidiaries, subcontractors and other third parties engaged by the Supplier.</p>
Trafficking in persons (relates to trafficking an adult; this is also referred to as 'Trafficking in Human Beings', 'Human Trafficking', and 'Trafficking').	<p>Trafficking of adults is defined in three elements:</p> <ul style="list-style-type: none"> • The act (recruit, transport, transfer, harbour or receive); through • the means (through force, coercion, abuse of power, preying on vulnerability, abduction, threats, fraud, or deception, or the giving or receiving of payments, or benefits to achieve the consent of the person having control of another person); for • the purpose of exploiting another person (Exploitation may include slavery, or a condition similar to slavery, servitude, forced labour, sexual exploitation, prostitution, forced marriage, removal of organs, begging, debt bondage, or other forms of exploitation.) <p>This includes attempts and intentions to traffic a person. The consent of the victim to the actual or intended exploitation is irrelevant.</p>
Trafficking in Minors (also referred to as 'Child Trafficking')	See definition for 'Child Trafficking'.
Transactional Sex	<p>A person can be sexually exploited through transactional sex (the exchange of money, employment, goods or services, or other advantages for sex or sexual acts), even in places where sex work is legal.</p> <p>For these reasons, transactional sex is prohibited across all HDP settings, regardless of the legal status of prostitution in the country the personnel are in, or their country of origin. This extends to outside of working hours.</p>